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Visioneer OneTouch®

User's Guide

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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Scanning and Configuring One Touch

The information in this guide will cover hardware and software features that may not be available for the scanner model you purchased. Please disregard any information that does not apply to your scanner.

Some of the illustrations in this guide may not look exactly as they appear on your computer's screen. The differences are minor and do not affect the steps to use the features.

Default One Touch Settings

When you installed the scanner, the software configured each One Touch button with appropriate settings consisting of: a **Destination Application**, a **Scan Configuration**, and a **File Format**. The button names, such as Email or Copy, indicate the original factory settings for a button. You can change any of these settings. Please see Changing the Button Settings on page 7 for instructions.

For example, the Email button is set up to scan documents then immediately attach them to a new email message in your default email program. The email application will default to the email program specified in the internet options of Internet Explorer.

A folder icon for a button means that the button is set up to archive the scanned item. The scanner sends the scanned image directly to a folder without opening the image first in a software application.

A question mark for a button means your computer does not have the appropriate software or hardware for the initial factory settings.

If OmniPage or the One Touch OmniPage Module is not installed, then the options for sending to word processing applications such as Microsoft Word will not be available.

NOTE: The default page size in each configuration is based on your computer's Windows Measurement system selection of U.S. (United States) or Metric units.

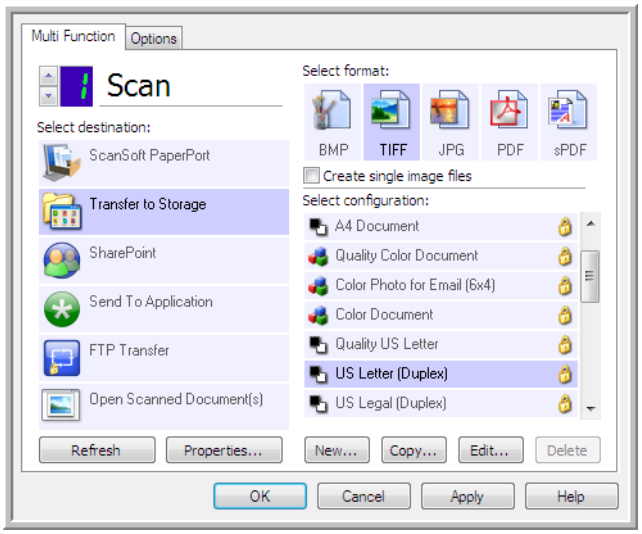
- If U.S. is the selected measurement, the default page size in each profile will be based on the Imperial standard paper sizes such as 8.5" x 11".
- If Metric is the selected measurement, the default page size in each profile is based on the ISO 216 standard and the majority of the profiles will default to A4.

Changing the Button Settings

1. Click on the One Touch icon.
2. Right-click a button on the One Touch Button Panel.
3. The One Touch Properties window opens.

Scanner button configuration tab

Select the Destination Application that will open when you are finished scanning. You use the destination application to view and work with your scanned images.



Select a file format for your scanned images.

Select a configuration for scanning the item.

Some of the options on the One Touch Properties Window are “grayed out” and are not available, these options are not appropriate for your scanner model.

4. If your scanner has multiple scanner buttons, or an LED function selector on the scanner, select the button in One Touch that you want to change. If your scanner has only one button option, proceed to the next step to continue changing the scan settings.

   LED Number—Click the up or down arrow to cycle through the One Touch buttons.

   Button Tabs—Click on one of the tabs, across the top of the One Touch properties window, to configure that scanner button. There is one tab for each button on the scanner as well as the Options tab to change button specific features.

5. Select the destination you want One Touch to send the scanned image to in the **Select destination** list.

   If you select a word processing program such as Microsoft WordPad or Microsoft Word that can be used for OCR (such as TXT or RTF), the text in scanned images is automatically converted to word processing text.

6. Select a file format in the **Select format** panel.

   The formats are based on the type of Destination Application you select. The icon names indicate their file types. See File Formats on page 20 for more information about the available formats.

7. Select a scanning configuration in the **Select configuration** list.

   The configuration's basic settings include: scanning mode, resolution (dpi), page size, brightness (Br), and contrast (Cr). To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information. Refer to Scan Configurations on page 12 and Configure Before Scan on page 25 for instructions on creating and modifying scan configurations.
8. Click on **OK** to save the changes.
9. Place an item in the scanner and click the One Touch button to start scanning.

The scanner scans and sends the image to the selected destination, with the file format and scan configuration you specified.

Properties button—Displays a window for selecting properties for a destination. This button is disabled if the selected destination application does not have global configuration properties.

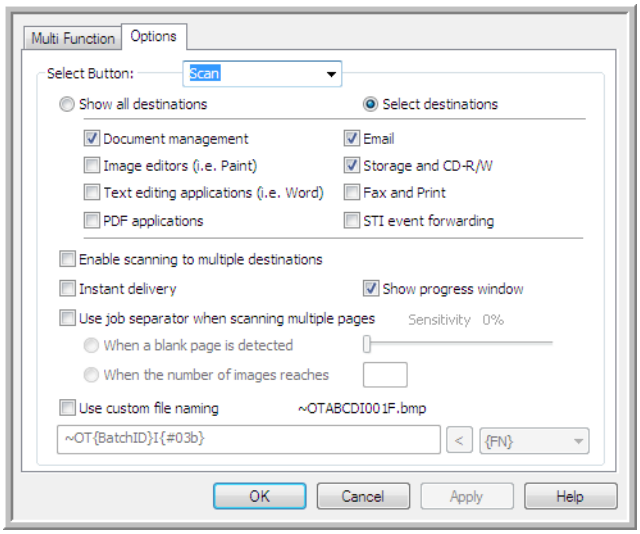
Refresh button—Updates the links between all your computer's Destination Applications and One Touch. If you install new software that can be used as a Destination Application, click the **Refresh** button to link the new software to One Touch.

New/Copy/Edit/Delete buttons—Click **New** or **Copy** to add new scan configurations to the list. Click **Edit** or **Delete** to change or remove them.

OK/Cancel/Apply buttons—**OK** accepts any changes and closes the window. **Apply** accepts any changes but leaves the window open so you can continue making additional changes. **Cancel** closes the window without accepting any changes.

Selecting Options for One Touch

Use the Options Tab to configure how One Touch works with the selected button, such as which destinations are available, or what the file name should be.



Select Button—Click the down arrow and select the button for which you want to modify the settings from the list. The options you choose in this window only apply to the button you select in this list.

Show All Destinations—This option selects all of the Destination Application categories. The list of Destination Applications available for the selected button will include all the applications on your computer that fall into these categories.

Select Destinations—Select this option to individually choose the types of applications to include in the list of Destination Applications. Check the boxes for the type of application to include.

Destination Categories:

- **Document Management** includes Nuance PaperPort and other applications for processing and keeping track of your scanned documents. This category includes the Send to Application and Open Scanned Document(s) destinations.
- **Image Editors** include Microsoft Paint and other drawing and graphics applications.
- **Text Editors** include Microsoft Word and WordPad, Microsoft Excel, and other word processing and spreadsheet applications. Select this option if you want OCR processing to convert your scanned documents to text that you can edit.
- **PDF applications** are for viewing and/or editing Adobe PDF files.
- **Email** includes Microsoft Outlook and other email applications, as well as the SMTP destination which allows you to scan directly to the SMTP server without opening an email client application.
- **Storage and CD-R/W** is for scanning directly to a folder on the computer, server, FTP server, SharePoint site, or to the Windows CD temp directory for burning the files to a CD.

- **Fax and Print** is for sending your scanned documents directly to your printer or fax software.
- **Sti event forwarding** is for using another application's interface for scanning. The One Touch Event Forwarding dialog box opens so you can select which application to use to continue scanning.

Enable scanning to multiple destinations—select this option to allow for multiple destinations to be selected, in the destination list, on the One Touch configuration tab. This feature allows you to scan one time while distributing the file to multiple destinations. Please refer to Scanning to Multiple Destinations on page 67.

Instant Delivery—enables image transfer to the destination while scanning is in progress, provided that Create Single Image Files is also selected. If Create Single Image Files is not selected, image transfer occurs after all pages have been scanned.

Show Progress Window—select this option to display the progress window of the document(s) during scanning.

Use job separator when scanning multiple pages—select this option to have the scanner separate multiple page scan jobs into separate files when scanning is complete.

- **When a blank page is detected**—select this option to have a new file created each time a blank page is detected in the stack of pages being scanned. Note that when scanning Duplex, both sides of the page must be blank.
- **When the number of images reaches**—select this option, and input a number in the box, to have a new file created each time the number of images scanned reaches the number you input in this field. Note that when scanning Duplex, the number of images detected is twice the number of pages scanned. For example, if you input "5" in the field, and scan 10 pages, 20 images are captured, and you will get 4 separate files with 5 images in each file.

Please refer to Scanning with Job Separation on page 70 for detailed information about scanning with job separation, and how it works with other options in One Touch.

Use custom file naming—Select this option to enable the input field so that you can specify the file name for your scanned document(s). You can specify a different file name for each One Touch button. When this option is not select, the file name is automatically generated by One Touch for all scans.

- The preview area, to the right of the Use custom file naming text, shows an example of the filename as you type into the input field and/or select token options from the list.
- Type the file name you want into the input field. Note that you cannot input these characters in a file name: \ / : * ? " < > |

  When inputting a file name, the file name must be unique, otherwise every scan created would overwrite the previous scan. The menu to the right of the input field contains a list of tokens you can select to create unique file names. These tokens include counting numbers, date and time values, number of pages scanned, and so on. If the button name is not unique, you will see an on-screen notification that a {BatchID} and/or {#b} will be inserted into the name.

- Click the down arrow and selected a token value from the list, then click the arrow button to add that value to the file name field. The token values are:

  {FN}—inserts the scanner name.

  {#b}—inserts the image number without adding zero (1).

  {#03b}—inserts a 3-digit image number in the scan batch (001).

  {D}—inserts the numeric day of the month without a zero added to single-digit days (4).

  {DD}—inserts the numeric day of the month with a zero added to single-digit days (04).

  {DDD}—inserts the abbreviated 3-letter day (Mon).

  {DDDD}—inserts the full name of the day (Monday).

  {M}—inserts the numeric month without a zero added to single-digit months (8).

  {MM}—inserts the numeric month with a zero added to single-digit months (08).

  {MMM}—inserts the abbreviated 3-letter month (Aug).

  {MMMM}—inserts the full name of the month (August).

  {YY}—inserts the two-digit year (97).

  {YYYY}—inserts the four-digit year (1997).

  {h}—inserts the 12-hour clock hour without a zero added to single-digit time values (2).

  {hh}—inserts the 12-hour clock hour with a zero added to single-digit time values (02).

  {H}—inserts the 24-hour clock hour without a zero added to single-digit time values (2).

  {HH}—inserts the 24-hour clock hour with a zero added to single-digit time values (02).

  {m}—inserts the minute without a zero added to single-digit time values (7).

  {mm}—inserts the minute with a zero added to single-digit time values (07).

  {s}—inserts the second without zero added to single-digit time values (9).

  {ss}—inserts the second with zero added to single-digit time values (09).

  {User}—inserts the user name.

  {Mach}—inserts the computer name.

  {Dest}—inserts the destination application name.

  {Bttn}—inserts the button name.

  {Mode}—inserts the scan color mode.

  {Size}—inserts the page size.

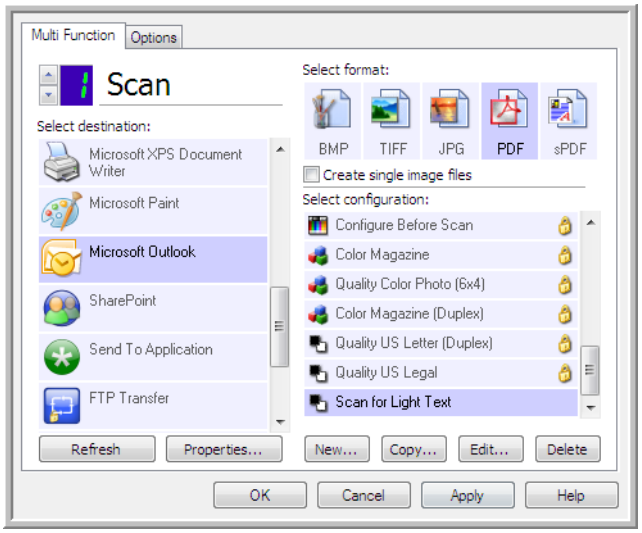
  {BatchID}—inserts a unique batch identification number.

Technical Note

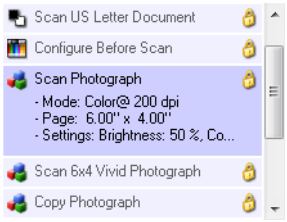
Some destination application links, such as the NewSoft Presto! BizCard software, require a specific filename format for the images that have been sent to the link to open correctly in the application. For example, when scanning duplex, if the image token {#03b} is not included in the filename, then each image sent will be regarded as a separate scan, and instead of one file with 2 pages you will have 2 files. As each destination application link is different, there is no standard filename type you can create to use for all destinations. If you scan and the images are not grouped in the file(s) as needed, try deselecting “Use custom file naming” and then scan again.

Scan Configurations

The scan configurations are where you select the scanning resolution, brightness, mode (color, black&white, or grayscale), and a number of other settings. To see a selected scan configuration's settings, click its icon. Click the icon again to close the detailed information.



Click the icon of a selected configuration to view its settings.



Select the scan configuration to edit or delete. It must be unlocked, as indicated by not having a lock displayed here.

NOTE: Use Configure Before Scan if you want to set the options manually before scanning. See Configure Before Scan on page 25.

Create a new configuration:

- Click the **New** button to create a new configuration starting with the One Touch default configuration settings.
- Select a configuration in the list, then click on the **Copy** button to create a new configuration starting with the settings of the currently selected configuration.

Edit or delete a configuration:

Select the scan configuration you want to edit or delete.

- To delete the configuration, click the **Delete** button.
- To edit the configuration, click the **Edit** button.

  Edit the settings and click **OK**.

NOTE: Your scanner comes with a number of configurations pre-set at the factory. To ensure that your scanner will always have a set of correct scan configurations, do not delete the pre-set configurations. We also recommend that you keep those configurations locked so they are not inadvertently deleted. That way, you will always have the factory-settings available. If you do delete or edit them, and want to get the factory pre-sets back again, you will need to uninstall then re-install your scanner.

In the Scan Configuration Properties window, the **Scan Settings**, **Page Settings**, **Advanced Settings**, and **Redaction Settings** tabs are always available. When the Kofax VRS module is installed, the **VRS Settings** tab will also be available for all destinations.

Based on the selected destination, additional settings tabs may also be available. If you see one of these additional settings tabs please refer to the appropriate section, as listed below, for instructions on configuring these destination specific options.

- Use the **Storage Options** tab to choose the storage folder for scans sent to the **Transfer to Storage** destination, as described on page 28.
- Use the **Device Settings** tab to configure **Printer or Fax** destinations, as described on page 36.
- Use the **PaperPort** tab to choose the destination folder, in the **Nuance PaperPort** application, as described on page 38.
- Use the **SharePoint** tab to specify a **SharePoint** site, user credentials, and destination folder, as described on page 40.
- Use the **FTP Settings** tab to specify an **FTP** site, user credentials, and destination folder, as described on page 43.
- Use the **SMTP Configuration** tab to specify an SMTP server, user credentials, and destination email address, as described on page 46.

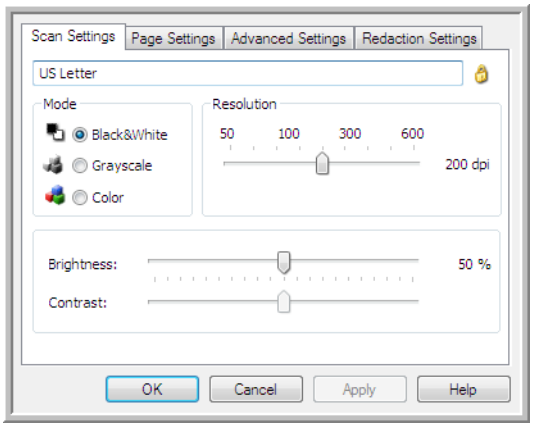
The Scan Settings Tab

On the Scan Configuration Properties dialog box, type a name.

Type a new name for the configuration.

Select the scan mode and drag the slider to set the resolution.

Drag the sliders to set the Brightness and Contrast.



If the configuration is locked, click the lock to unlock it. The icon becomes a key.

Mode—Select a scanning mode:

- **Black&White** to scan in black and white. For example, letters and memos are usually scanned in black and white.
- **Grayscale** to scan items such as documents containing drawings or black and white photographs.
- **Color** to scan color photographs and other color items. Color scans have the largest file size.

Resolution—Drag the slider to the right or left to adjust the dots per inch (dpi) of the resolution. The higher the dpi setting, the sharper and clearer the scanned image. However, higher dpi settings take longer to scan and produce larger files for the scanned images.

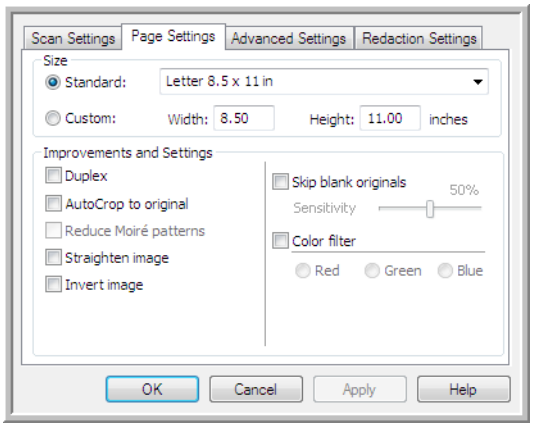
Brightness—Sometimes an image is scanned with the brightness and contrast set too light or too dark. For example, a note written with a light pencil may need to be scanned darker to improve legibility. Increasing or decreasing the brightness makes the scanned image lighter or darker.

Contrast—The difference between the lighter and darker portions of the image. Increasing the contrast emphasizes the difference between the lighter and darker portions, decreasing the contrast de-emphasizes that difference.

Key and **Lock** icon—If you want to lock the configuration, click the key icon to change it from a Key to a Lock.

The Page Settings tab

The options on the Page Settings tab will be available based on either the selected color mode (Black & White, Grayscale, or Color), or based on whether or not the scanner hardware supports the feature.



Click the name to toggle between inches and millimeters.

Standard—Click the menu arrow and choose a page size from the list.

Custom—Enter the horizontal and vertical page dimensions in the boxes. Click the name of the units, inches or millimeters, to toggle between them.

Improvements and Settings—It is indicated in the feature description if there is a software or hardware dependency for the option to be available.

- **Duplex**—Scan both sides of the page. This option is only available if the scanner supports this feature.

  The Simplex and Duplex buttons on the scanner take precedence over the One Touch settings. In other words, if the LED number on the scanner is configured to scan as Duplex, but you press the Simplex button, the scanner scans in Simplex, and vice versa.
- **AutoCrop to original**—Select this option to let the scanner automatically determine the size of the item being scanned. This option is only available if the scanner supports this feature.

  Always use the paper guides on the scanner so the page is not skewed. Skewed pages may not crop properly.

- **Reduce moiré patterns**—Moiré patterns are wavy, rippled lines that sometimes appear on the scanned images of photographs or illustrations, particularly newspaper and magazine illustrations. Selecting **Reduce moiré patterns** will limit or eliminate moiré patterns in the scanned image. This option is only available when scanning in Color or Grayscale at lower resolutions, and when the scanner supports this feature.
- **Straighten image**—Select this option to let the scanner automatically determine if a page is skewed, then straighten its image. This option is only available if the scanner supports this feature.

  If you are scanning using an Automatic Document Feeder, and the page is fed through at too great of an angle, the image may not straighten correctly. In that case, re-scan the page using the paper guides to feed the paper in straight.
- **Edge cleanup**—Select this option to have the software remove any thin lines that may be around the edges in the scanned image. These lines may appear in the edges when the item being scanned is not the exact size of the dimensions indicated in Size fields. This option is only available if the scanner supports this feature.
- **Autorotate 90**—Select this option to rotate the scanned image 90 degrees clockwise when scanning is finished. Typically, you might use this option if the pages you are scanning pages that are printed in landscape, such as financial spreadsheet data. This option is only available if the scanner supports this feature.
- **Invert image**—Only available for Black&White Mode, this option reverses the black and whites of an image.

Original Image

Inverted Image

- **Skip blank originals**—Select this option to have the scanner detect if a blank page has been fed through the scanner, and remove it from the final file. Typically you might use this option when scanning a stack of two-sided pages which have a number of blank sides.

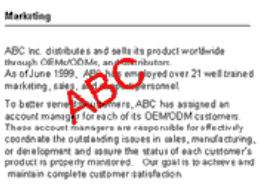
  Sensitivity—You can adjust the sensitivity level of the blank image detection. For instance, if you are scanning double-sided light-weight paper, the scanner may not detect a blank side as text or images, from the opposite side of the page, may appear in the scanned image. In that case, lower the sensitivity level for more accurate results.

  Note that when the Options tab feature **Use job separator in multi-page batch** is enabled, and the option selected is **When a blank page is detected**, the sensitivity level for Skip Blank Originals is the sensitivity level that will be used when both features are enabled.

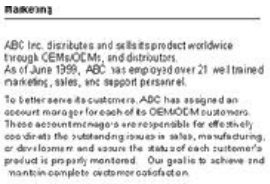
  Note that when the feature **Use job separator in multi-page batch** is enabled, and the option selected is **When the number of images reaches**, the blank originals are discarded before the images are counted. For example, if you scan 3 pages in duplex mode, each side of the page is counted as an image and the total number of images is 6. When Skip Blank Originals is enabled, and 2 of the 3 pages in the stack are blank on one side, the total number of images counted is 4 not 6.

- **Color Filter**—Color filter is the ability of your scanner to automatically remove a color from a scanned image. For example, if you are scanning a letter with a red watermark, you can choose to filter out the red so the scanned letter just shows the text and not the red watermark. Color filter applies to Black & White or Grayscale scanning modes.

The original with a red watermark over black text.



The scanned item with the red filtered out.



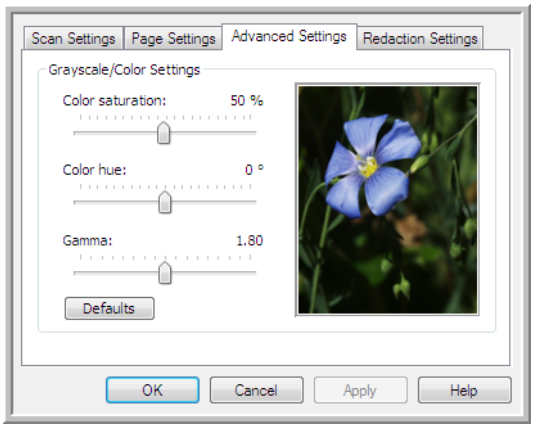
- **Double Feed Detection**—Selecting this option turns on the scanner hardware feature that detects when multiple pages feed through the scanner at one time. This option is only available if the scanner supports this feature.

  Abort—scanning stops and all pages scanned in this batch, up to this point, will be deleted.

  Prompt—you will be prompted to remove the pages in the ADF, restack the remaining pages and continue scanning. All pages scanned before and after the double page feed are saved.

The Advanced Settings tab

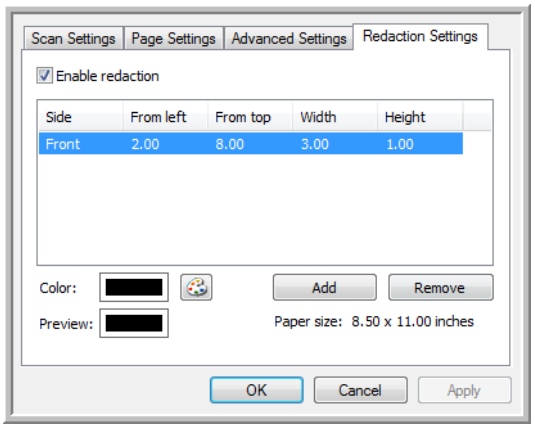
Use the **Advanced Settings** tab to set color correction options for Color or Grayscale scanning. Drag the sliders to the left and right to change the color settings. As you do, the image changes to show the effects of the new settings.



- **Color saturation**—the strength or purity of a color. This option is only available when the selected scan mode is Color.
- **Color hue**—the color your eyes see as reflected from the image. This option is only available when the selected scan mode is Color.
- **Gamma**—is the tone curve and the starting point for image enhancement. As you raise or lower the Gamma value, the values at which saturation, hue, brightness and contrast affect the image are changed. It is recommended that you keep the default Gamma value or adjust this setting before adjusting the other options. This option is available for both Color and Grayscale scanning.

Redaction Settings Tab

Use the options on the **Redaction Settings** tab to remove a specified area in the scanned image.

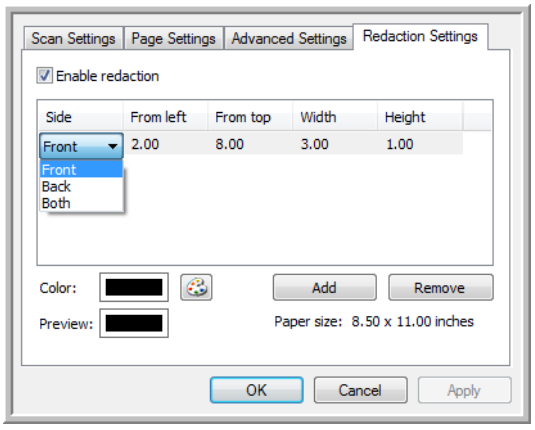


Please refer to the technical note, at the end of this section, for information about how this setting works with other options in the One Touch Scan Configuration you are modifying.

Enable redaction—Select this option to enable redaction when scanning. You might use this option if you want to remove a logo or image that appears on each page that you are scanning. You can choose what color to fill in the redacted area in the scanned image, and set multiple areas. If you are scanning in Duplex mode, you can specify the area separately for the front and back side of the pages.

Click **Add** to add a line item to the area list in this window. You can redact multiple areas from the scanned image, click the Add button again to continue adding line items to the list. Select an item in the list then click the **Remove** button to remove the specified redaction area from the list.

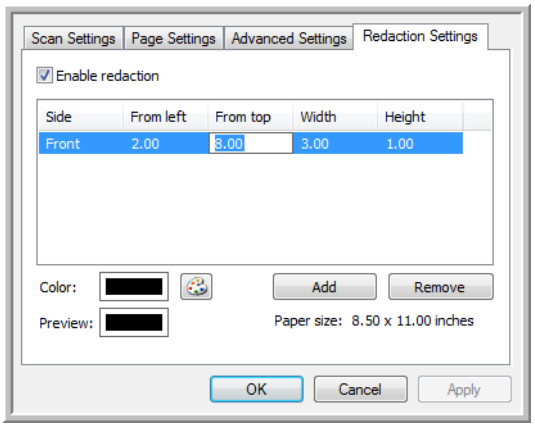
Side—Click once on the word **Front** to show the Side option list. If you are using a simplex (one-sided) scanner, only the Front option will be available. If your scanner supports duplex (two-sided) scanning, the options Front, Back, and Both will be available in the list.



- **Front**—This is the Simplex side of the page. The area(s) specified for the Front will only apply to the Simplex side of the page when scanning in Duplex. Therefore, if you scan 4 double-sided pages, the resulting image file(s) will have redacted areas on pages 1, 3, 5, and 7.

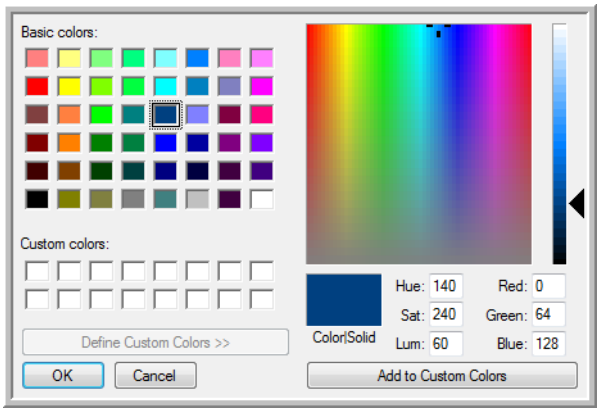
- **Back**—This is the Duplex side of the page. The area(s) specified for the Back will only apply to the Duplex side of the page when scanning in Duplex. Therefore, if you scan 4 double-sided pages, the resulting image file(s) will have redacted areas on pages 2, 4, 6, and 8.
- **Both**—Select this option if you want to specify an area that appears in the same place on both sides of the page, such as a company logo, so you don't have to specify the same area separately for both the front and back.

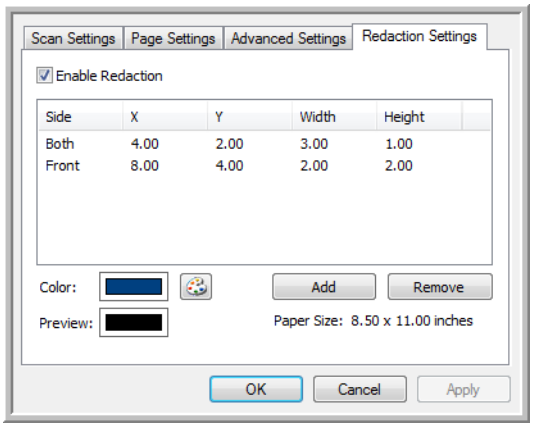
Click one time on the default value, 0.00 in each field, to enable the control box for you to input the start position and redaction area size. The units of measurement is displayed on the lower-right corner next to the Paper size field.



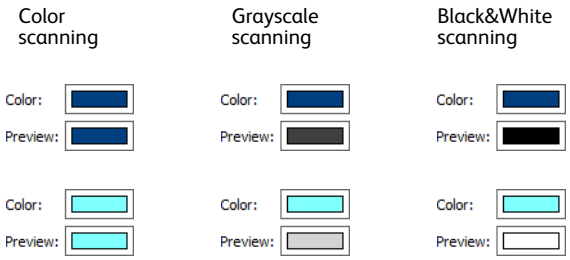
- **From left**—Input the upper-left corner start position measured from the left-side of the page.
- **From top**—Input the upper-left corner start position measured from the top of the page.
- **Width**—Input the width of the area to be removed.
- **Height**—Input the height of the area to be removed.

Color—This color field shows the selected fill color for the redacted area(s). When the software removes the area you specify, it fills the area with the color you have selected here. To change the color, click the artist palette button to open the Windows color palette. Select the color you want then click on **OK**. The color you selected will now display in the Color field on the Redaction Settings tab.





Preview—This color field shows the actual color that will fill the redaction area in the final scanned image. When scanning in color, the Preview field will match the Color field. When scanning in Grayscale, the preview field will show the gray version of the color you selected, and that color will be in the final scanned image. When scanning in Black&White, the preview field will display black or white depending on the darkness of the color you selected, and the final image will have the redacted area(s) be black or white.

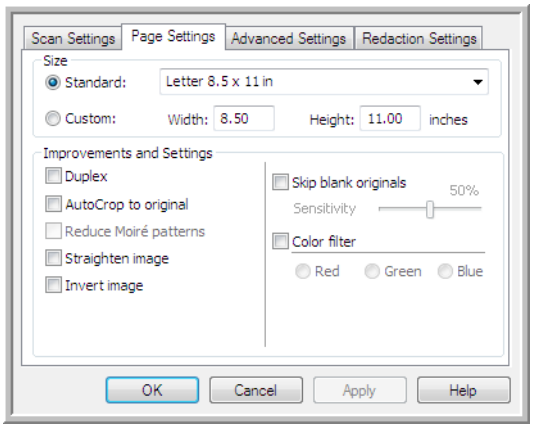


Technical Note:

The options on the Page Settings tab will affect the redaction options as described below:

- On the **Page Settings** tab, click the name **inches** or **mm** to toggle between the two units of measurement. When you click back on the Redaction Settings tab, the lower-right corner displays the Paper size in the units of measurement you selected.
- Make sure the page size selected on the Page Settings tab is correct for the documents you are scanning, otherwise the redaction may not occur in the correct area.
- If **Color Filter** is selected, redaction occurs after the color specified is removed from the image.

  For example, if you selected Red as the color dropout, but then specify red for the redaction region, the final image will have the redacted region filled with gray when scanning Grayscale, or black or white when scanning in Black&White.
- If **Autorotate 90** is selected, redaction occurs after the page has been rotated. When inputting the position and area for redaction, use the measurements of the page in the landscape position.



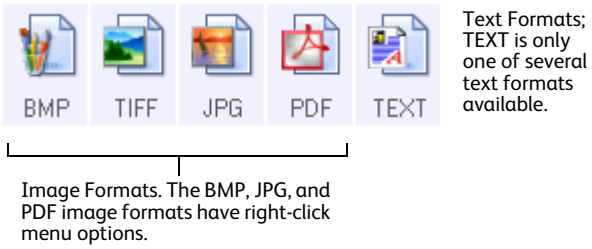
Click the name to toggle between inches and millimeters.

File Formats

The available file formats, in the **Select format** panel, are based on the selected destination for scanning. For example, if scanning to the destination Transfer to Storage, all file formats are available as the files are saved directly to a folder without opening any application. If the destination is an application, such as Microsoft's Paint, only the file types the application supports will be available in the **Select format** panel.

Most of the format icons have a right-click menu to select file format specific options, or choose additional formats that are not represented in the panel by default.

The format names in the Select format panel indicates the file type extension for the scanned file.


BMP
TIFF
JPG
PDF
TEXT
Text Formats; TEXT is only one of several text formats available.
Image Formats. The BMP, JPG, and PDF image formats have right-click menu options.

Create Single Image Files

The TIFF and PDF formats, as well as the text file formats, support multiple page documents in a single file. If you are scanning as a TIFF or PDF format, or as one of the text formats, and want one file created for each image scanned, select **Create single image files**. Note that this option is automatically selected and disabled if you have selected a format that only supports single pages, such as BMP, PNG, GIF, JPG, or JP2.

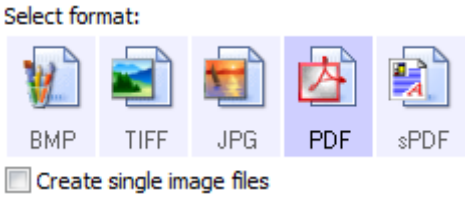
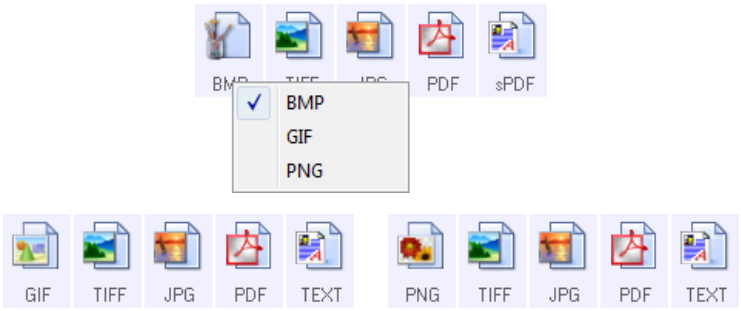


Image Formats

Select an image file format for photos, artwork or other documents that you want to save as images. BMP and TIFF are standard image file formats generally used if you want to do additional image processing, such as photo touch-up or color correction.

Right-click on the BMP icon to access the GIF and PNG image formats. When you select either of these formats, the format panel will change the BMP icon to the selected image format icon.



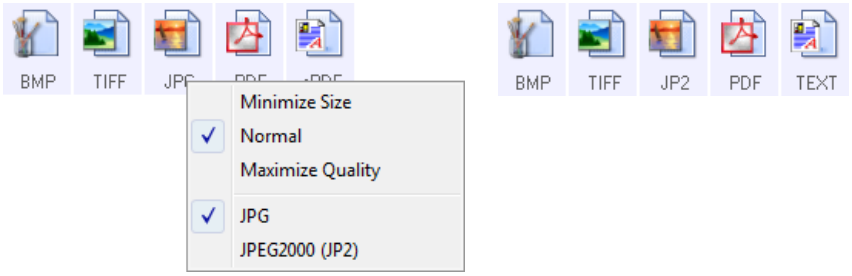
BMP—The *.bmp (bitmap) format is generally used when you want to do additional image processing, such as photo touch-up or color correction, as very little image compression is used when creating the file. When scanning in color or grayscale, BMP scans result in the largest file size of the image formats.

GIF—The *.gif (graphics interchange format) format is generally used when putting images on a website or server, as image compression can reduce the file size by approximately 95 % when compared to a BMP file of the same image. Company logos and small pictures on a webpage are often GIF images. The GIF compression, and limited color range, can result in the medium and large images looking grainy or pixilated.

PNG—The *.png (portable network graphics) format is another common image format for website graphics. Like GIF, the PNG compression greatly reduces the file size when compared to a BMP file of the same image. However, the PNG compression is different from GIF compression in that PNG images look better when scaled. Therefore, PNG is often used in place of GIF for company logos with a lot of detail, clickable buttons, medium sized pictures, and so on.

TIFF—The *.tif (tagged image file format) format is another image type that is often used for photo editing. When scanning in color, it produces a file of similar quality and size to a BMP file. However, when scanning in Black & White, the TIF compression produces the smallest file size of all the image types without losing image quality. TIFF also supports multi-page image files.

Right-click on the JPG icon to access the JP2 image format. When you select JP2, the format panel will change the JPG icon to the JP2 format icon.

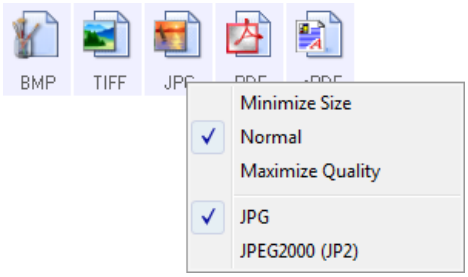


JPG—The *.jpg (joint photographic experts group) format is a common image format for transferring pictures electronically, such as posting to a website or sending via email, as JPG image files are smaller than BMP and TIFF files. You can change the level of compression for the picture file to have better quality or a smaller file size.

JP2—The *.jpg2 (joint photographic experts group 2000) format is the new JPEG standard. This new JPG file type has improved compression for better image quality at smaller file sizes. Please refer to the official JPEG website at www.jpeg.org for more information about this file format, and a list of applications that can view and/or open this file type.

To select a JPEG file size:

1. Select **JPG** as the page format.
2. Right-click on the **JPG** icon.
   A menu opens.



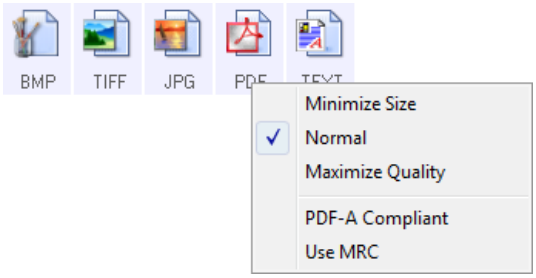
3. Choose the file size/image quality option for your scanned images.
   Minimize Size—Smallest file size, lowest image quality.
   Normal—Medium file size, some loss of image quality.
   Maximize Quality—Largest file size, minimal loss of image quality.
   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have JPG selected as the file format are not affected, so you can set the JPG file size/image quality independently for each button.
4. Click **OK** or **Apply** on the One Touch Properties window.

Right-click on the PDF format icon to change the image quality or select the option to make the scanned PDF file PDF-A compliant.

PDF—the *.pdf (portable document format) image format is often used to create images of text pages. The image compression of PDF files creates relatively small file sizes when scanning multiple page files in color. While the TIFF image format also supports multiple page files, when scanning in color the TIFF files are often too large to be transferred electronically. The PDF file format is often used for posting multiple page files to websites, sending via email, and permanent storage. As with the JPG file format, you can change the PDF quality to reduce the file size or improve the image quality.
Adobe® Reader®, or other PDF viewer software, must be installed on your computer for you to to view PDF files.
Using PDF-A when scanning as PDF, means the files are compliant with the ISO-19005-1 standard for permanent archival of electronic documents. More information about this standard can be found at www.pdfa.org.

To select a PDF file size:

1. Select **PDF** as the page format.
2. Right-click on the **PDF** icon.
   A menu opens.



3. Choose the file size/image quality option for your scanned images.
   Minimize Size—Smallest file size, lowest image quality.
   Normal—Medium file size, some loss of image quality.
   Maximize Quality—Largest file size, minimal loss of image quality.
   Your selection pertains only to the button currently selected on the One Touch Properties window. Other buttons that have PDF selected as the file format are not affected, so you can set the PDF file size/image quality independently for each button.
4. Click **OK** or **Apply** on the One Touch Properties window.

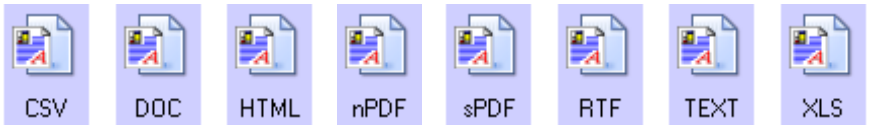
Text Formats

Selecting the text format option also selects OCR processing as an automatic step for scanning. Therefore, when you scan a document with the text format selected, the text portions of the document are automatically converted to editable text.

Select a text format for documents with text or numbers, such as a business letter, report, or spreadsheet. The text format icon has several file formats available, depending on the Destination Application you select.

NOTE: For the text file formats to be available in One Touch, either Nuance's PaperPort or OmniPage software must be installed. Please use the version of PaperPort or OmniPage that came with your scanner if you want to scan as a text format.

- Not all of the text file formats shown below are available for all scanner models. PaperPort has a basic OCR engine and the text file formats are limited to TEXT, RTF, XLS, and HTML. Additional text file formats are available only when OmniPage is installed. If your scanner did not include OmniPage please disregard any information about the CSV, DOC, nPDF, and sPDF formats.

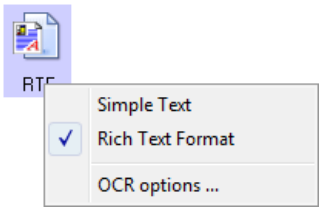


To select a file type for the text format:

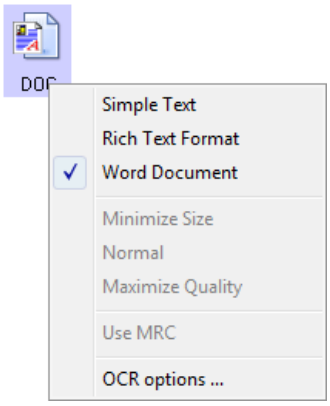
1. Select the Destination Application.
2. Right-click on the text format icon.

   The menu options depend on the type of Destination Application you select.

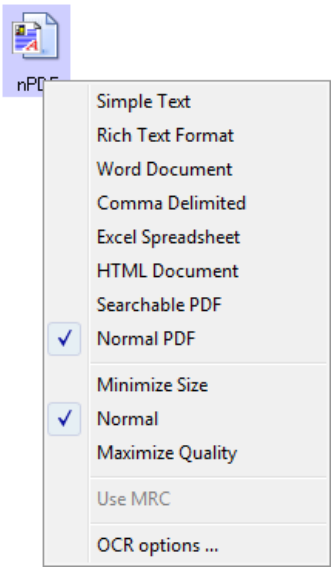
Example menu for the Text format when the selected application is Microsoft's Word and PaperPort is installed.



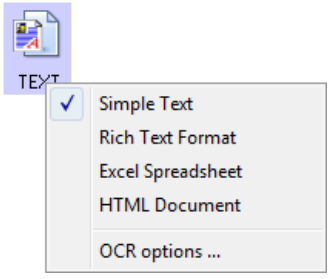
Example menu for the Text format when the selected application is Microsoft's Word and OmniPage is installed.



Example menu for the Text format when the selected application is Transfer to Storage and OmniPage is installed.



Example menu for the Text format when the selected application is Transfer to Storage and PaperPort is installed.



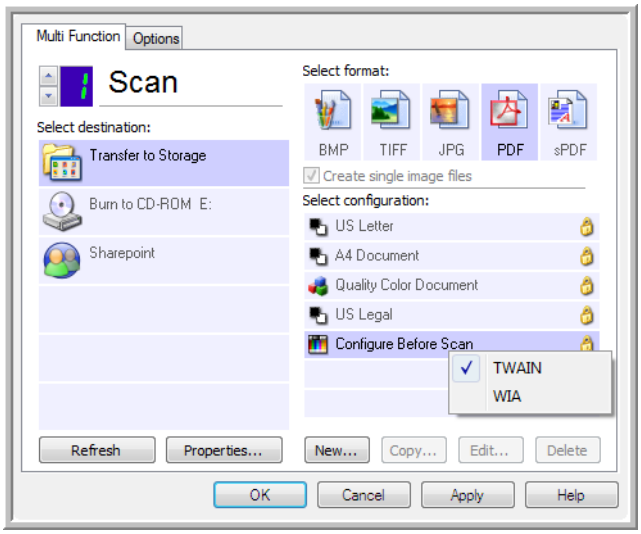
3. Choose the file type that you want for the text format.
4. Click **OK** or **Apply** on the One Touch Properties window.

Configure Before Scan

You can set up the scanner so that, when you press a button or click it on the Button Panel, a different scanning interface opens before the scanning starts. To set up the scanner for this capability, you select Configure Before Scan from the scan configuration list.

Choosing Configure Before Scan simply opens either the TWAIN or WIA scanning interface when you press a button. You can then use the interface to change the Resolution, Scan Mode, and other settings. When you scan, the scanned image will still be sent as the file type and to the same Destination Application already selected in the One Touch Properties window for that button.

1. Open the One Touch Properties window.
2. Select the scan configuration **Configure Before Scan**.



Select then right-click on **Configure Before Scan** to get the menu, and choose the interface to use for scanning.

3. Right-click on **Configure Before Scan** and choose an interface to use for configuring before scanning.

   TWAIN—The TWAIN Interface opens for you to make changes prior to scanning. See Scanning from TWAIN on page 95.

   WIA—The Windows Image Acquisition (WIA) Interface opens for you to make changes prior to scanning. See Scanning from WIA on page 99.
4. Click **OK** or **Apply** on the One Touch Properties window.

To Scan Using Configure Before Scan

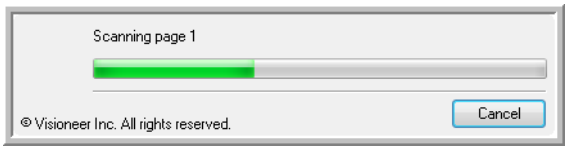
1. Click the button you set up to use Configure Before Scan.
2. The TWAIN Interface opens.
3. Choose your scan settings, such as the Picture Type of Color, Grayscale or Black & White, Resolution in DPI, and Page Size.

4. Click the **Scan** button on the TWAIN Interface.
5. The item is scanned. When finished, click the **Done** button and the image will be sent to the Destination Application specified in the One Touch Properties window.

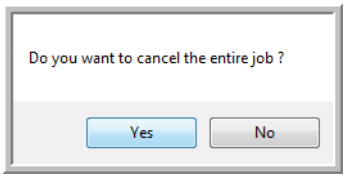
   In the example shown on the previous page, the Destination Application is Paint.

Canceling a Configure Before Scan

1. Click **Cancel** in the scanning progress window.



2. The following window will open asking if you want to cancel the entire job.



- **Yes**—Scanning stops and all pages scanned in this batch, up to this point, will be deleted. The TWAIN interface will close and you can restart your scan from the beginning.

  Choose **Yes** if the TWAIN scan settings are incorrect for your current scanning batch.

  For instance, the Picture Type is Black & White but you want to scan your documents in color. Choose **Yes** to delete any scanned pages, then start over but select the correct picture type before scanning.
- **No**—Scanning stops, but all pages scanned in this batch, up to this point, are not deleted and the TWAIN interface remains open. You can place a new page in the scanner, adjust the TWAIN settings for it, then click the **Scan** button in the TWAIN interface to continue scanning. At the end of the scanning batch, all pages from the first portion of the scan and second will be sent to the Destination Application.

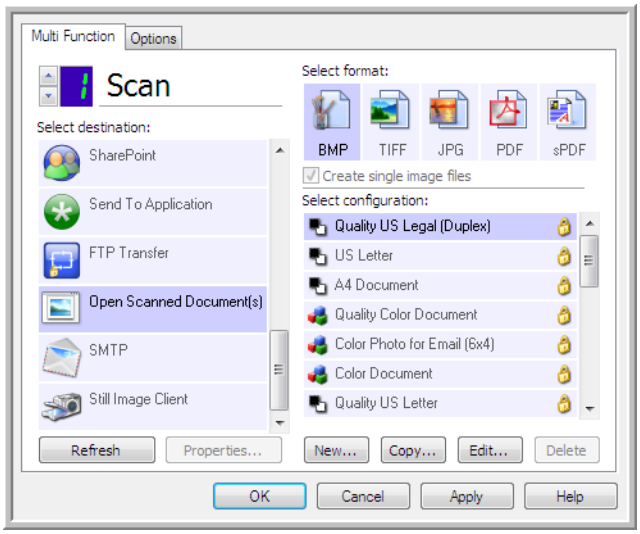
  Choose this option if, for instance, you have been scanning a Black & White document but you want to insert a color page into it. Instead of having to re-scan the entire batch, you can stop the current scan, change the picture type from Black & White to Color, then restart the scanning without losing the pages already scanned.

Open Scanned Document(s)

Select the destination **Open Scanned Document(s)** to have the scanned document open automatically when scanning is complete.

Supported file types—All file formats are available when scanning to the Open Scanned Document(s) destination. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

Destination type—The Open Scanned Document(s) destination is classified as a "Document Management Link". To make it available in the destination list, you must select **Document management** on the Options tab in the One Touch Properties window.



Technical Note:

- If there is no application installed for the file format you selected, the OneTouch Link Log Viewer will open when scanning is finished showing the failure. You can double-click on the log failure to open the detail view of the failed transfer.

  For example, if you select PDF as the file type a PDF viewer application must be installed to open the file.

  Either install an application for that file type, or associate an application in the Windows Explorer folders option, please refer to your Windows documentation for instructions on associating file types.
- When scanning to multiple destinations, the scanned file is still sent to the other selected destination application(s) in One Touch.

Transfer to Storage

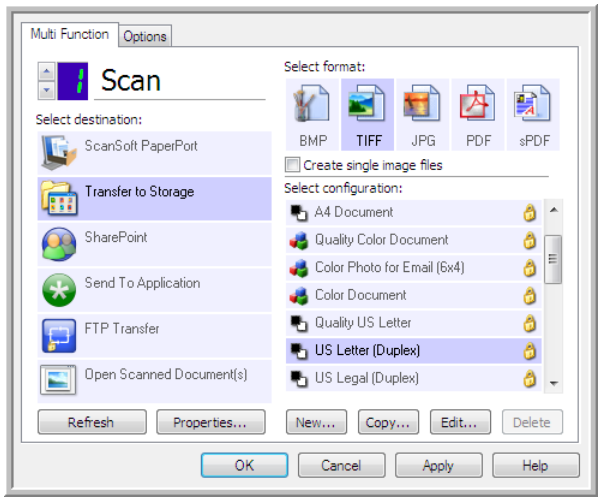
With Transfer to Storage, you can scan documents and save them in a folder in one step.

Supported file types—Since the files are saved directly to a folder on the computer or server, all file formats in One Touch are available. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

Destination type—The Transfer to Storage destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

Setting the Folder and Options from One Touch

In the One Touch Properties window, select **Transfer to Storage** as the Destination Application for scanning.

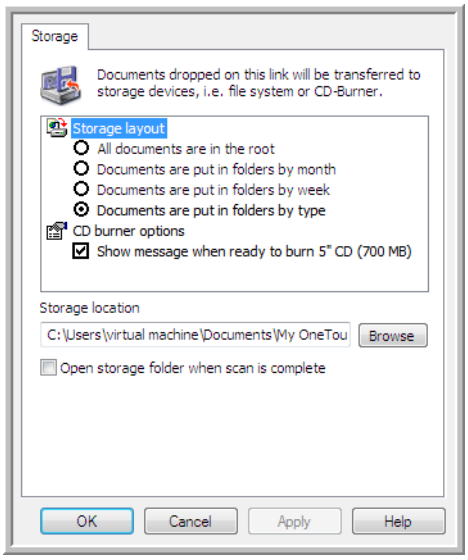


- Click the **Properties** button to open the One Touch Link Properties for Transfer to Storage. From this window, you can change the global default storage location and options.

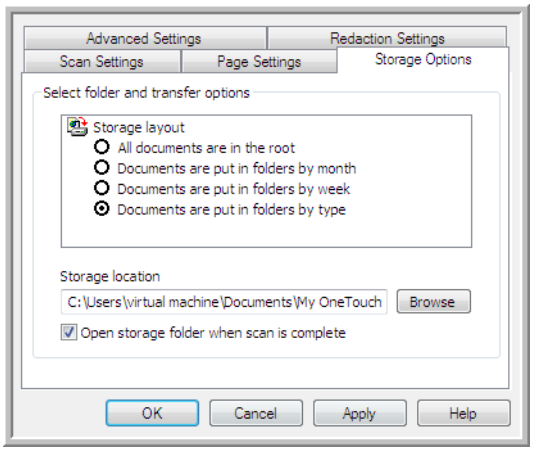
  On initial installation of One Touch, all scan configurations use these settings. When you create new configurations, the default settings will also match what you have selected here. If you modify the storage options in an individual configuration, changing the options in this Link Properties window will no longer update to the configurations you modified.
- Click the **New**, **Copy**, or **Edit** button to open the Scan Configuration Properties window. Click on the **Storage Options** tab and use this window to set a configuration to scan to a different folder than the one selected in the Link Properties window.

  Changing the options in this window only affects the configuration you are creating or modifying. All other configurations will retain their settings for this destination.

Transfer to Storage One Touch Link Properties window


Storage
Documents dropped on this link will be transferred to storage devices, i.e. file system or CD-Burner.
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
CD burner options
Show message when ready to burn 5" CD (700 MB)
Storage location
C:\Users\virtual machine\Documents\My OneTou
Browse
Open storage folder when scan is complete
OK
Cancel
Apply
Help

Scan Configuration Properties window - Storage Options tab



Storage layout

- **All documents are in the root**—The scanned documents are saved in the root of the folder specified in the **Storage location**.
- **Documents are put into folders by month, week, or type**—Folders are created based on your selection (month, week, or file type) and the scanned documents are saved in those folders. New folders are created for each month and week so you can keep track of when you scanned the documents.

Storage location

- This is the location on the computer or network where the file will be saved. Click on the **Browse** button to change the location by browsing through your Windows folder list, or type a location directly into the input field. You can select a local folder, or a folder on a server or mapped drive.

Open storage folder when scan is complete

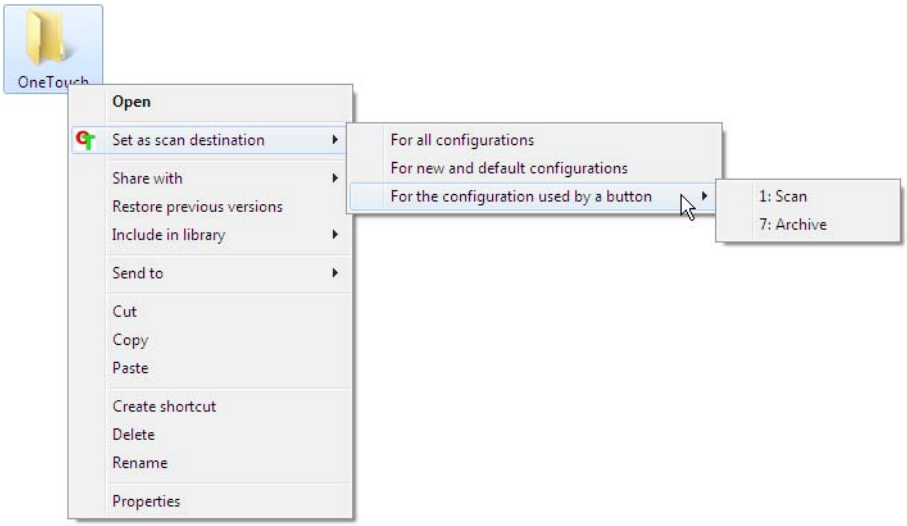
- Select this option to have the folder, specified in the Storage location, open when scanning is complete and the image has been transferred to that location. If you have selected a **month**, **week**, or **type** grouping option, the folder that opens will be the grouping option you selected.

Setting the Folder from Windows

When One Touch was installed, a storage option was added to the right-click menu of your Windows folders. This menu option allows you to set the Transfer to Storage folder location without opening One Touch first.

1. Right-click on the folder you want set as the scan destination.

2. Hover the mouse cursor over the **Set as scan destination** option and the sub-menu will open to the right. Click on the setting you want the **Storage location** to be updated with.



- **For all configurations**—select this option to have the storage location, in all scan configurations Storage Options tabs, updated to use this location. Note that the storage Link Properties location will also update to use this location.
- **For new and default configurations**—select this option to have the One Touch Link Properties storage location updated. Any scan configurations that you have *not* previously updated, with custom storage locations, will also use this location.
- **For configuration used by a button**—when you select this option, another sub-menu will open to the right. The sub-menu will contain a list scanner buttons that are currently set to scan to the Transfer to Storage destination. Select the button you want updated to use this location. This option modifies *only* the scan configuration that is assigned to the button you select. If you have multiple One Touch 4.6 scanners installed, the first sub-menu will show a list of the currently connected scanners for you to select which scanner to update.

  Note that this option is disabled if there is no scanner plugged in and turned on.

Scanning to Multiple Folders

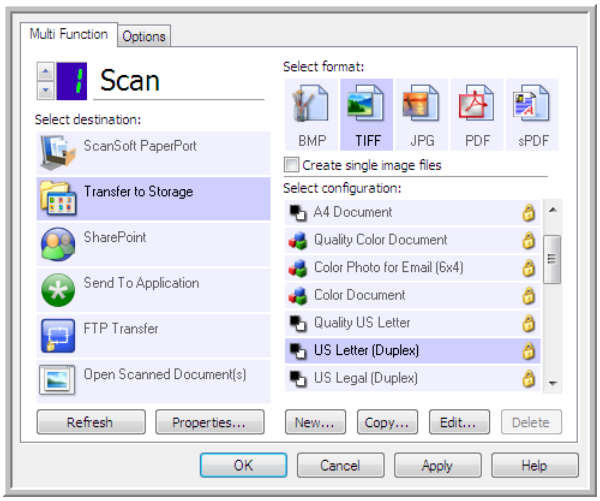
When archiving documents with Transfer to Storage option, you can scan the documents to different folders. For example, one folder might be for “Business Receipts,” a second folder might be for “Personal Receipts,” and a third folder might be for “Annual Receipts.”

To scan to multiple folders, you create multiple configurations, each with a different storage location for the scanned documents. Scan one set of documents using the scan configuration with the appropriate storage location for that set. Then switch to another scan configuration and scan the next set of documents to store them in their folder.

Setting up multiple folders for transfer to storage

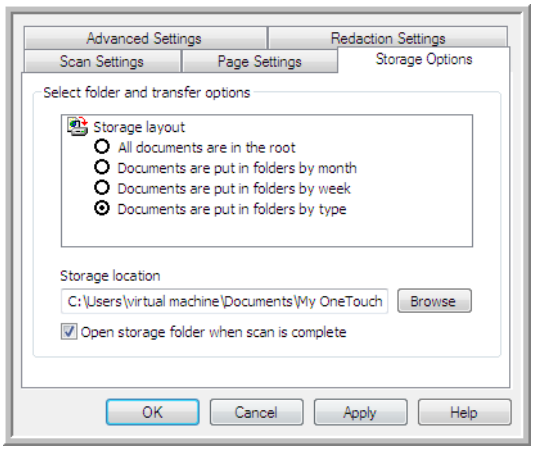
1. Using Microsoft Windows, create the folders that you want to use for storing scanned items.

2. Open the One Touch Properties window.
3. Select **Transfer to Storage** as the Destination Application.
4. Click the **New** button.



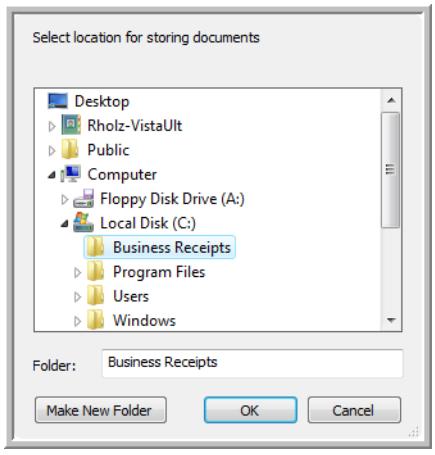
The Scan Configuration Properties dialog box opens.

5. To help you remember which folder it is, give the new configuration a name that indicates the folder name, such as “Business Receipts.”
6. Click the **Scan Settings**, **Page Settings**, and **Advanced Settings** tabs, and select the settings you want.
7. Click the **Storage Options** tab.

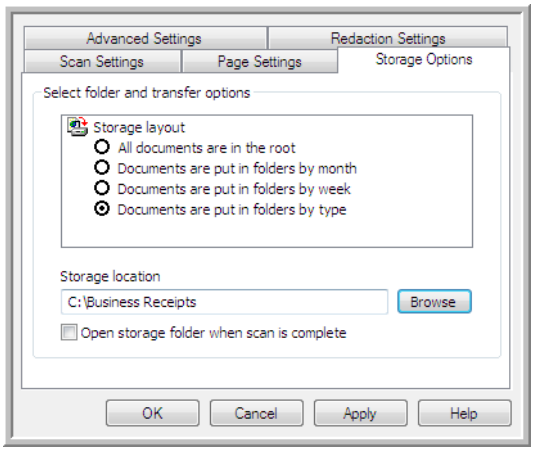


8. Click the **Browse** button.

9. Select the folder you created for storing the scanned documents.



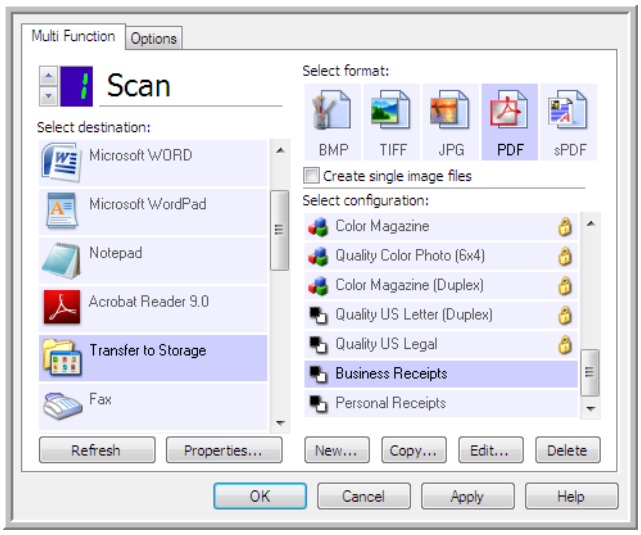
10. Click **OK**. The selected folder will now be set as the Storage Location, such as "Business Receipts."



11. Click **OK**. The new configuration is now listed as a Transfer to Storage configuration.
12. Repeat the process to create additional new configurations, such as one named "Personal Receipts."

    NOTE: Make sure to designate *separate* folders as the Storage Locations for each new configuration.

13. You will now have multiple configurations set up for the Transfer to Storage destination, and each configuration scans documents to separate folders.



The new configurations apply to the Transfer to Storage Destination Application.

14. Now select a scanner button for each new configuration. Click **Apply** to set that button for that configuration.

Scan to multiple storage folders:

1. Insert the document you want to scan to storage.
2. Start scanning with the first button that you set to scan documents and transfer to storage.
3. When scanning is complete, insert the next set of documents in the scanner, then press the second button you set to scan documents and transfer them to storage.
4. When scanning is finished, the documents are stored in the two separate folders.

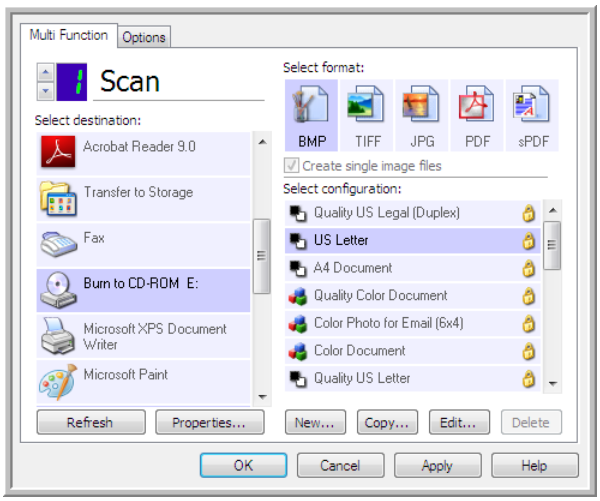
Burn to CD-ROM

If you have a CD burner attached to your computer, you can scan directly from your scanner onto a CD. This feature is available only on computers running Windows version XP or later.

Supported file types—Since the files are going to be burned to a CD, all file formats in One Touch are available. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

Destination type—The Burn to CD-ROM destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

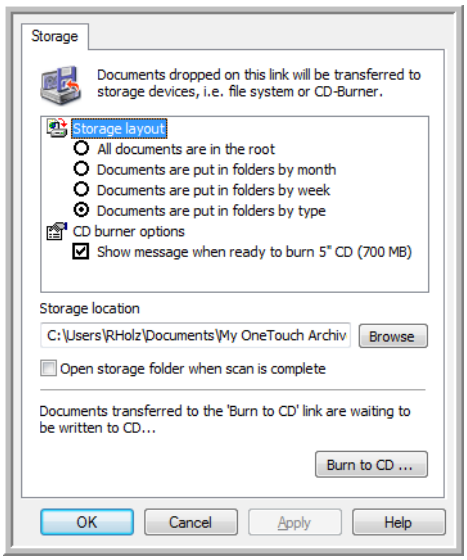
1. Open the One Touch Properties window.
2. Select **Burn to CD** as the Destination Application.



3. Choose a File Format and a Scan Configuration.
4. Click **OK**.
5. Now start scanning using the scanning button you set to scan and burn to a CD.

   The scanner will start scanning. When finished the file will be saved to the Windows temporary location for CD files. An information bubble will appear in the Windows notification area telling you that there are files waiting to be burned to CD.

6. When you are ready to burn the files to a CD, open the One Touch Properties window, select **Burn to CD** and then click the **Properties** button.


Storage
Documents dropped on this link will be transferred to storage devices, i.e. file system or CD-Burner.
Storage layout
All documents are in the root
Documents are put in folders by month
Documents are put in folders by week
Documents are put in folders by type
CD burner options
Show message when ready to burn 5" CD (700 MB)
Storage location
C:\Users\RHolz\Documents\My OneTouch Archiv
Browse
Open storage folder when scan is complete
Documents transferred to the 'Burn to CD' link are waiting to be written to CD...
Burn to CD ...
OK
Cancel
Apply
Help

7. Make sure a blank CD is in the CD burner.
8. Click the **Burn to CD** button. The CD burner begins and your scanned documents are written to the CD.

   If other files are also waiting in this location, they will get written with the One Touch files on the CD.

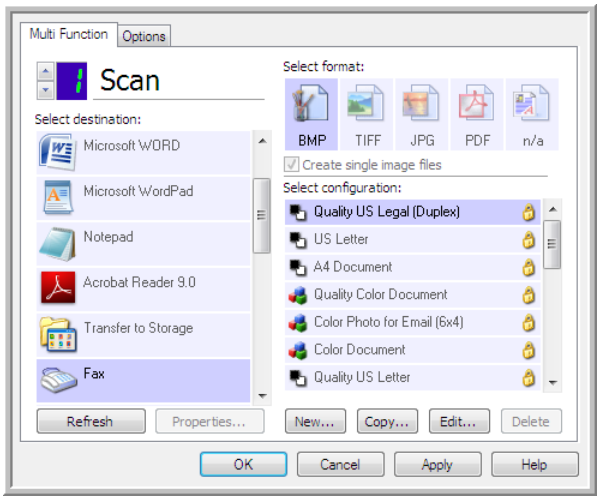
Printer or Fax

The availability of printers and/or faxes in the One Touch destination list depends on whether or not you have printers or faxes configured in Windows. Please refer to the Windows documentation, or your printer or fax documentation, for setting up printers and faxes.

Supported file types—Only the BMP file format is available, when scanning to a printer or fax, as only uncompressed data can be send to these devices.

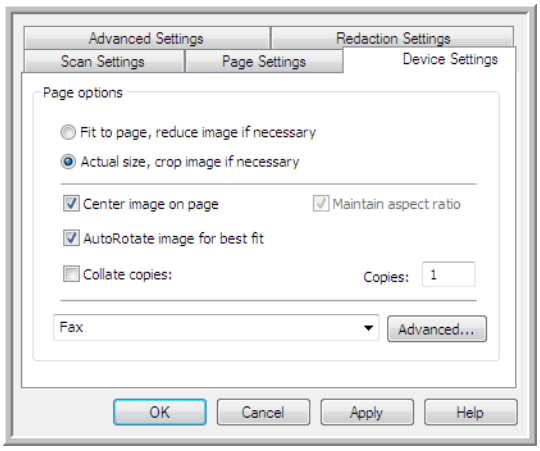
Destination type—Printers and Faxes are classified as “Device Links”. To make them available in the destination list, you must select **Fax and Print** on the Options tab in the One Touch Properties window.

The **Properties** button will be disabled in One Touch as there are no global properties for this type of destination.



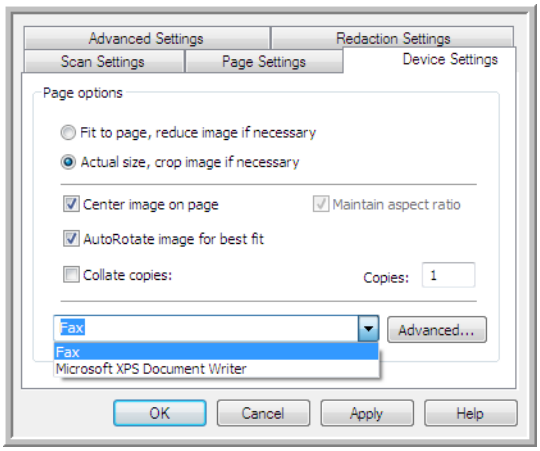
Select a printer or fax device, in the **Select destination** list, then open a Scan Configuration to modify the settings for the device you selected.

Click on the **Device Settings** tab and use the options on this tab to select settings for the device.



- **Fit to page, reduce image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be reduced to fit the page.
- **Actual size, crop image if necessary**—If the scanned image is too big to be printed or faxed on a single page, the image will automatically be cropped around its edges to fit on the page.
- **Center image on page**—The image will be printed in the center of the page instead of at the top left corner.
- **Maintain aspect ratio**—The aspect ratio is the length-to-width relationship of the image's dimensions. Select this option so the image's relative proportions remain constant.
- **AutoRotate image for best fit**—If the image is a Landscape format and the device is printing in the Portrait mode, or vice versa, rotate the image to fit on the page.
- **Collate copies**—If you are printing more than one page, collate the copies. Enter the number of copies in the **Copies** box.
- **Advanced**—Click to see additional settings for the device. The dialog box that opens is specific to the device. For example, if the device is your printer, the dialog box is your printer's setup settings.

NOTE: When scanning to multiple printers and/or faxes, select the specific device, you want to configure the Advanced features for, from the list before clicking on the **Advanced...** button.

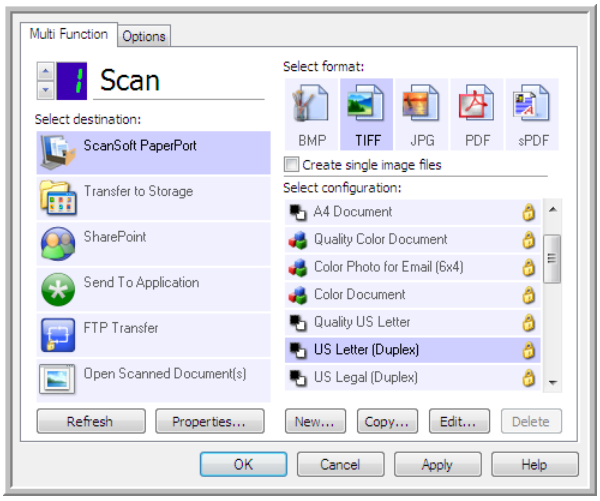


PaperPort

In the One Touch Properties window, select **PaperPort** as the Destination Application for scanning.

Supported file types—All image file formats are available when scanning to PaperPort. The sPDF and nPDF text file formats are only available when the OmniPage software or One Touch OmniPage module is installed. Please refer to Text Formats on page 23.

Destination type—The PaperPort destination is classified as a "Document Management Link". To make it available in the destination list, you must select **Document management** on the Options tab in the One Touch Properties window.

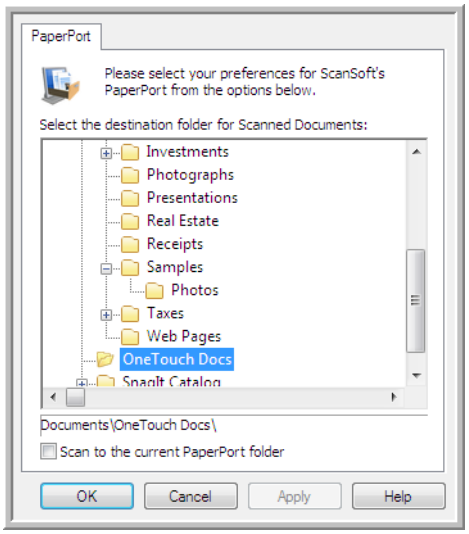


- Click the **Properties** button to open the One Touch Link Properties for PaperPort. From this window, you can change the default folder location and options.

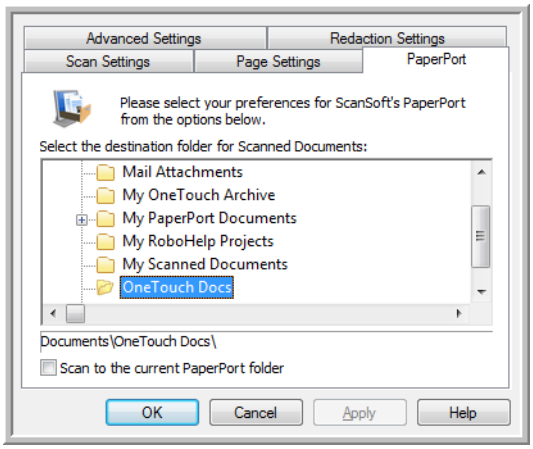
  On initial installation of One Touch, all scan configurations send the scanned document to the folder selected in this window. When you create new configurations, the default settings will also match what you have selected here. If you modify the options in an individual configuration, changing the options in this Link Properties window will no longer update to the configurations you modified.
- Click the **New**, **Copy**, or **Edit** button to open the Scan Configuration Properties window. Click on the **PaperPort** tab and use this window to set a configuration to scan to a different folder than the one selected in the Link Properties window.

  Changing the options in this window only affects the configuration you are creating or modifying. All other configurations will retain their settings for this destination.

PaperPort One Touch Link Properties window



Scan Configuration Properties window - PaperPort tab



Select the destination folder for Scanned Documents

- Select a folder to send the scanned document(s) to when scanning to the PaperPort destination.

  The list of folders in this window are from the PaperPort Folder Manager. Use the PaperPort Folder Manager to add or delete folders, add other drives and network locations to this list. You cannot add new folders from the One Touch PaperPort configuration windows.

Scan to the current PaperPort folder

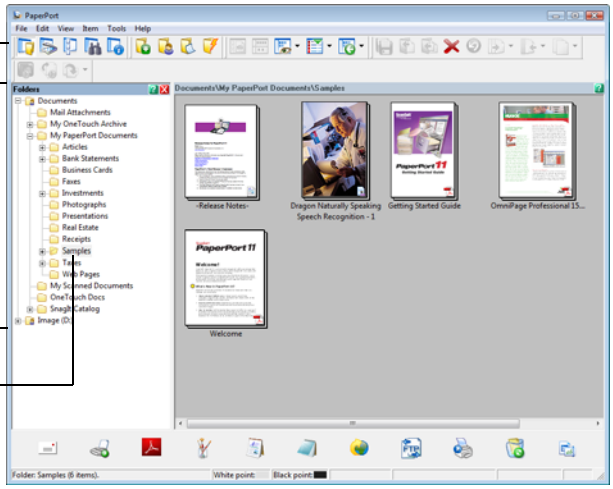
- Select this option to have the scanned document(s) sent to the currently selected folder in the PaperPort application.

  The PaperPort software must be open, before scanning, for the scans to be sent to the selected folder in the PaperPort folder pane. If PaperPort is not open, this option is ignored and the scanned file is sent to the folder selected in either the One Touch Link Properties or Scan Configuration window for PaperPort.

Click the folder icon to open or close the folder list in PaperPort.

These are the folders that are available in the One Touch PaperPort configuration windows. Press **F1** on your keyboard to open the PaperPort help file for instructions on managing this folder list.

The selected folder in this list is where the scanned file will be saved when PaperPort is open *and* the One Touch option **Scan to the current PaperPort folder** is selected.



SharePoint

The SharePoint destination link allows scans to be sent directly to a SharePoint site from One Touch. Please contact your SharePoint site administrator for the server information you need to configure this link. Alternatively, have your site administrator or IT professional configure this link for you. Setup and configuration of the SharePoint sites and user accounts are outside the scope of this document.

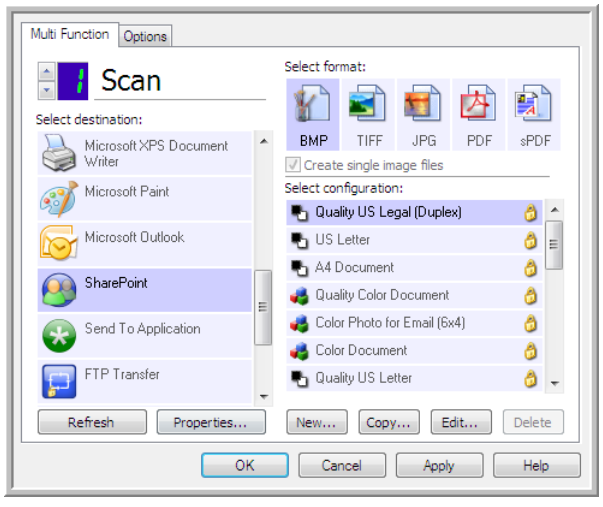
Supported file types—All image and text file formats, except HTML, are available when scanning to the SharePoint site. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

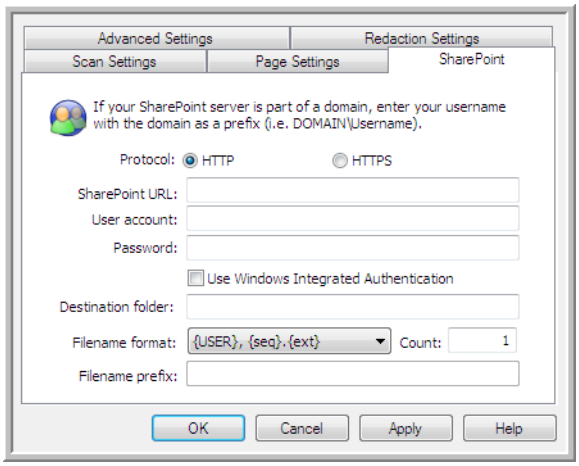
Destination type—The SharePoint destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

All configuration of the SharePoint server is done using the SharePoint settings tab in the Scan Configuration Properties window.

1. Select **SharePoint** as the destination application.
2. Open the Scan Configuration you want to modify for scanning to a SharePoint site, or create a new Scan Configuration.

   Select an existing configuration in which you have already specified your SharePoint site information, and then click on the **Copy** button to create a new configuration using the settings of the current configuration.
3. Click on the **SharePoint** tab and fill in the fields with the information for your SharePoint site.





- **Protocol**—Select which protocol you want to use to transfer the scan to the server.

- **SharePoint URL**—Input the full URL path of the SharePoint site without the http(s):// designation and actual page. This path should include everything except the destination folder.

  For example, if the web browser URL displays **http://sharepoint.site.com/IT/common/shared documents/default.aspx**, then you would configure the SharePoint server path as follows:

  - Select **HTTP** as the protocol
  - The SharePoint URL would be **sharepoint.site.com/IT/common**
  - The Destination folder would be **shared documents**
- **User account**—Input the user account name that has privileges to save files to the specified SharePoint site and Destination folder.
- **Password**—Input the password for the user account name you specified.
- **Use Windows Integrated Authentication**—Select this option to use the Windows current user's login name and password to access the SharePoint site.
- **Destination folder**—This is the folder where the final scanned document(s) are transferred to when scanning is complete.
- **Filename format**—Select a file naming format, for the scanned document, from the list. Select "Use custom file naming" to use the file you set on the Options tab in the One Touch Properties window.

  Count—This field will enable when the selected Filename format contains {seq}. Input the number you want the sequential count to start from.

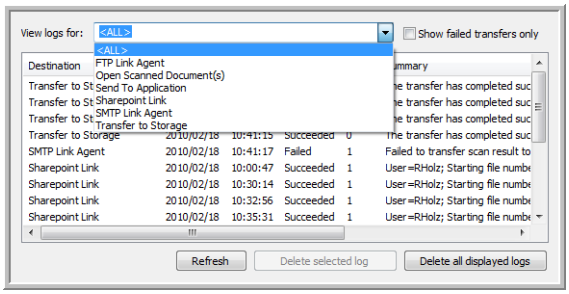
  Filename prefix—This field will enable when the selected Filename format contains {prefix}. Input the name or value you want as the prefix in the final file name.

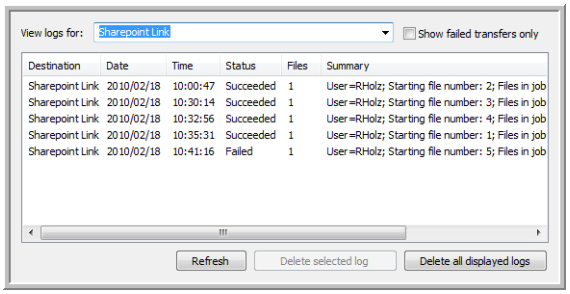
Because the destination configuration is done through the scan configuration, you can set each configuration to scan to different SharePoint site, folder, filename format, using different user credentials, and so on. This is the same process used as when scanning to different folders using the Transfer to Storage destination, as described in detail starting on page 30.

Click on the **Help** button, in this configuration tab, to launch the SharePoint help file. The help file contains detailed information about the settings in this window and technical implementation notes.

SharePoint Link Log Viewer

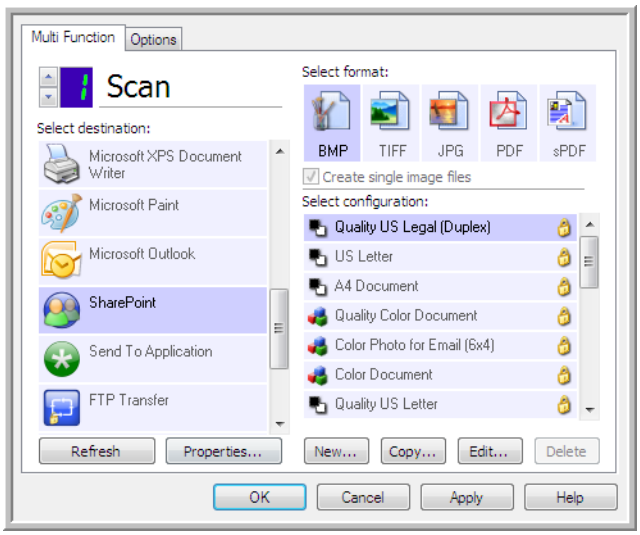
The One Touch Link Log Viewer opens automatically when scanning is complete. Click on the menu arrow next to **View logs for** and select **SharePoint Link** from the list to display the transfer history for the SharePoint link only.

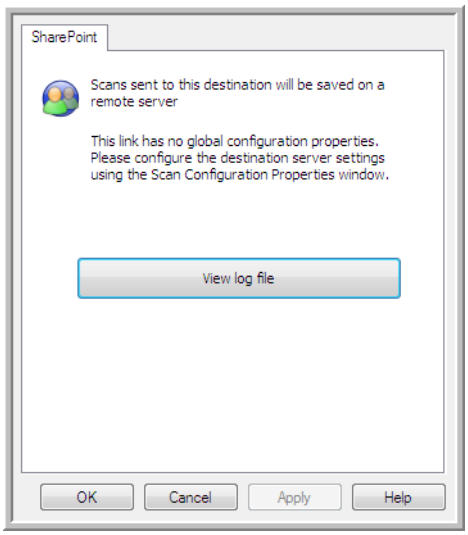



View logs for:
Sharepoint Link
Show failed transfers only
Destination
Date
Time
Status
Files
Summary
Sharepoint Link 2010/02/18 10:00:47 Succeeded 1 User=RHolz; Starting file number: 2; Files in job
Sharepoint Link 2010/02/18 10:30:14 Succeeded 1 User=RHolz; Starting file number: 3; Files in job
Sharepoint Link 2010/02/18 10:32:56 Succeeded 1 User=RHolz; Starting file number: 4; Files in job
Sharepoint Link 2010/02/18 10:35:31 Succeeded 1 User=RHolz; Starting file number: 1; Files in job
Sharepoint Link 2010/02/18 10:41:16 Failed 1 User=RHolz; Starting file number: 5; Files in job
Refresh
Delete selected log
Delete all displayed logs

Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry** button to resend the document to the server.

Click on the **Properties** button to open the Log Viewer from the SharePoint One Touch Link Properties window. There are no global configuration properties for the SharePoint destination application, all configuration is done using the Scan Configuration Properties window as described in the previous section.




SharePoint
Scans sent to this destination will be saved on a remote server
This link has no global configuration properties. Please configure the destination server settings using the Scan Configuration Properties window.
View log file
OK
Cancel
Apply
Help

FTP Transfer

The FTP Transfer destination link allows scans to be sent directly to an FTP server from One Touch. Please contact your server administrator for the server information you need to configure this link. Alternatively, have your site administrator or IT professional configure this link for you. Setup and configuration of the FTP server and user accounts are outside the scope of this document.

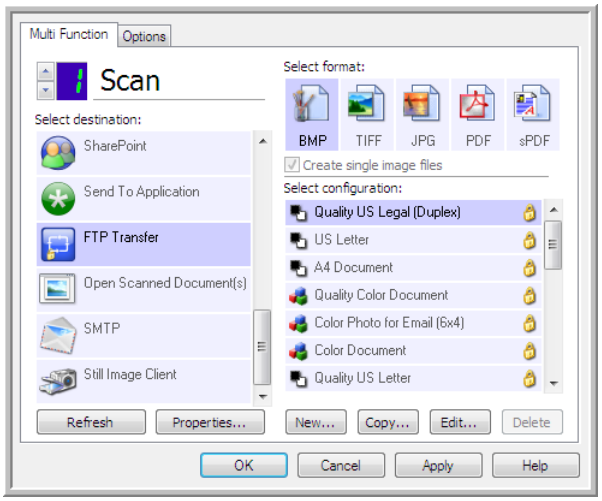
Supported file types—All image and text file formats, except HTML, are available when scanning to an FTP server. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

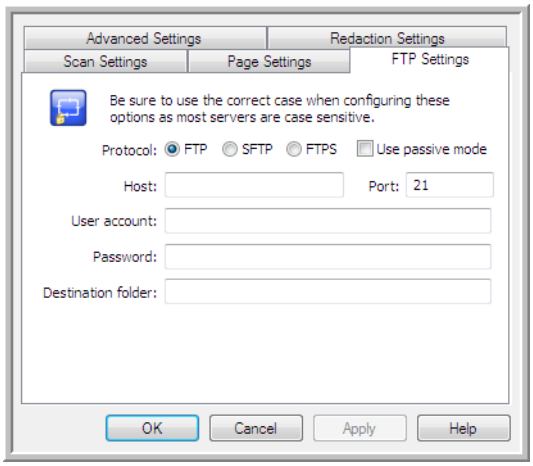
Destination type—The FTP Transfer destination is classified as a "Storage Link". To make it available in the destination list, you must select **Storage and CD-R/W** on the Options tab in the One Touch Properties window.

All configuration of the FTP server is done using the FTP Settings tab in the Scan Configuration Properties window.

1. Select **FTP Transfer** as the destination application.
2. Open the Scan Configuration you want to modify for scanning to an FTP server, or create a new Scan Configuration.

   Select an existing configuration in which you have already specified your FTP server information, and then click on the **Copy** button to create a new configuration using the settings of the current configuration.
3. Click on the **FTP Settings** tab and fill in the fields with the information for you FTP server.





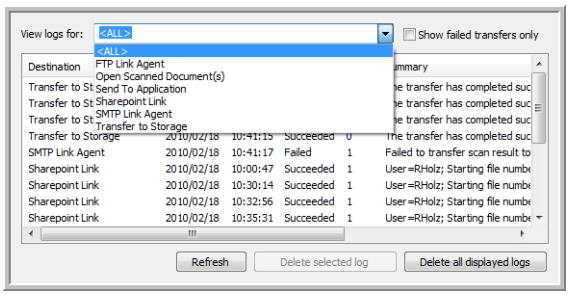
- **Protocol**—Select which protocol you want to use to transfer the scan to the server.
- **Host**—Input the internet or intranet path of the server where you want to send the scanned documents. you do not need ftp:// at the beginning. For example, ftp.company.com

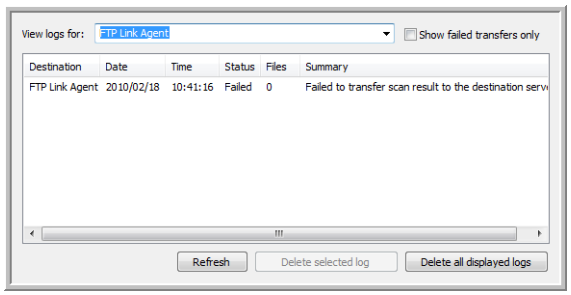
- **Port**—Input which port to use with the selected protocol. Changing the selected protocol will reset this value to the appropriate default for the protocol.
- **User account**—Input the user account name that has privileges to save files to the specified host destination folder.
- **Password**—Input the password for the user account name you specified.
- **Destination folder**—Input the folder path, on the remote FTP server, where you want the scanned documents sent. This path would appear in your web browser after the host name. For example, **marketing/shared documents/data sheets**.

Because the destination configuration is done through the scan configuration, you can set each configuration to scan to a different FTP server, destination folder, and so on. This is the same process used as when scanning to different folders using the Transfer to Storage destination, as described in detail starting on page 30.

FTP Link Log Viewer

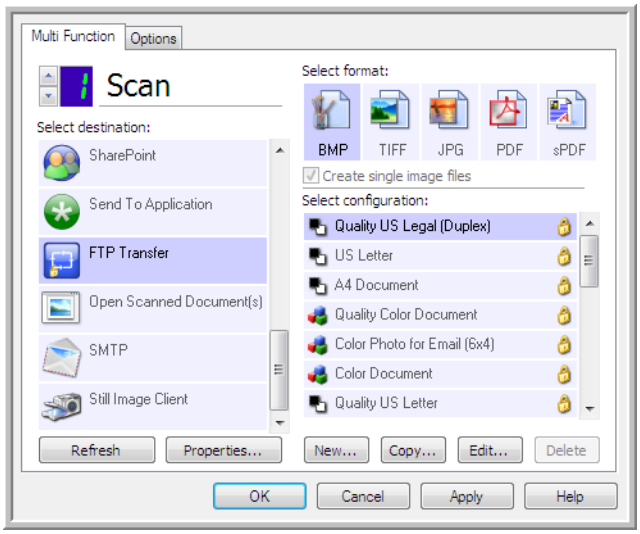
The One Touch Link Log Viewer opens automatically when scanning is complete. Click on the menu arrow next to **View logs for** and select **FTP Link Agent** from the list to display the transfer history for the FTP link only.

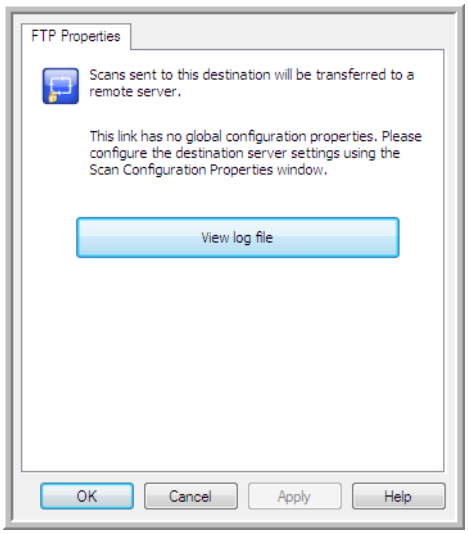

View logs for:
<ALL>
Show failed transfers only
<ALL>
FTP Link Agent
Open Scanned Document(s)
Send To Application
Sharepoint Link
SMTP Link Agent
Transfer to Storage
Destination
SMTP Link Agent 2010/02/18 10:41:17 Failed 1 Failed to transfer scan result to
Sharepoint Link 2010/02/18 10:00:47 Succeeded 1
Sharepoint Link 2010/02/18 10:30:14 Succeeded 1
Sharepoint Link 2010/02/18 10:32:56 Succeeded 1
Sharepoint Link 2010/02/18 10:35:31 Succeeded 1
Refresh
Delete selected log
Delete all displayed logs



Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry** button to resend the document to the server.

Click on the **Properties** button to open the Log Viewer from the FTP One Touch Link Properties window. There are no global configuration properties for the FTP destination application, all configuration is done using the Scan Configuration Properties window as described in the previous section.




FTP Properties
Scans sent to this destination will be transferred to a remote server.
This link has no global configuration properties. Please configure the destination server settings using the Scan Configuration Properties window.
View log file
OK
Cancel
Apply
Help

SMTP

The SMTP destination link allows scans to be sent directly to an email address, through an SMTP server, from One Touch. Please contact your server administrator for the server information you need to configure this link. Alternatively, have your site administrator or IT professional configure this link for you. Configuration of the SMTP server settings and user accounts is outside the scope of this document.

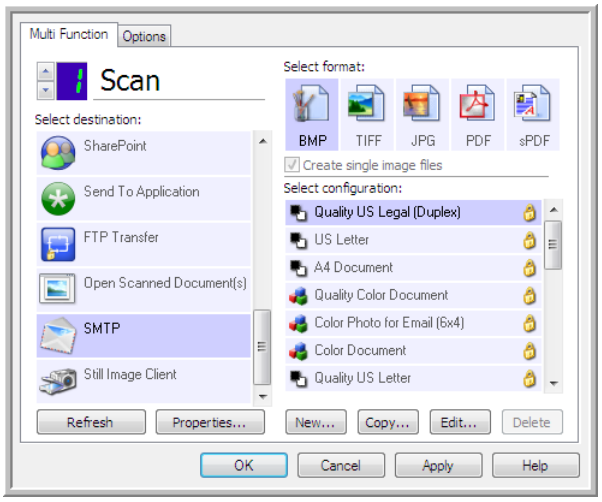
Supported file types—All image and text file formats, except HTML, are available when scanning to an SMTP server. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

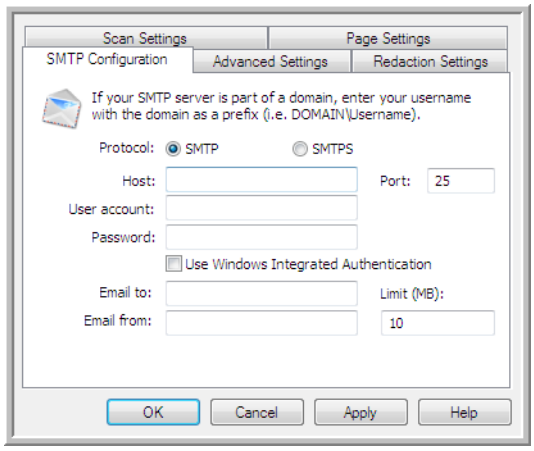
Destination type—The SMTP destination is classified as a "Email Link". To make it available in the destination list, you must select **Email** on the Options tab in the One Touch Properties window.

All configuration of the SMTP server is done using the SMTP Settings tab in the Scan Configuration Properties window.

1. Open the Scan Configuration you want to modify for scanning to an SMTP server, or create a new Scan Configuration.

   Select an existing configuration in which you have already specified your SMTP server information, and then click on the **Copy** button to create a new configuration using the settings of the current configuration.
2. Click on the **SMTP Settings** tab and fill in the fields with the information for you SMTP server.





- **Protocol**—Select which protocol you want to use to transfer the scan to the server.
- **Host**—Input the internet or intranet path of the server where you want to send the scanned documents. For example, smtp.company.com
- **Port**—Input which port to use with the selected protocol. Changing the selected protocol will reset this value to the appropriate default for the protocol.

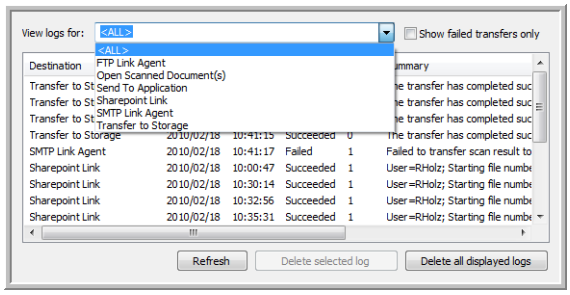
- **User account**—Input the user account name that has privileges to send email messages through the SMTP server.
- **Password**—Input the password for the user account name you specified.
- **Use Windows Integrated Authentication**—Select this option to use the Windows current user's login name and password to send the message through the SMTP server.
- **Email to**—Input a valid recipient email address to receive the scanned document. If it is not a valid address the transfer will fail.
- **Email from**—Input the email address you want to appear in the email message "from" field.
- **Limit (MB)**—Input the maximum message size limit set on the SMTP server. This number should be lower than or match the SMTP server maximum. You cannot send messages that exceed the maximum message size of the SMTP server.

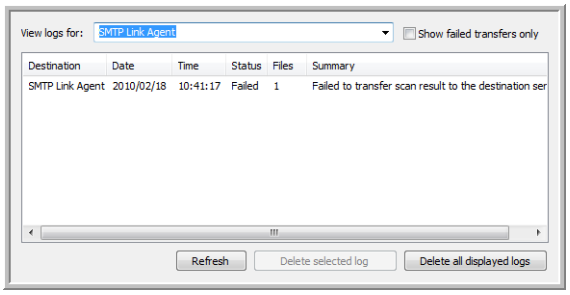
Because the destination configuration is done through the scan configuration, you can set each configuration to scan to a different SMTP server, send messages to different email addresses, using different user credentials, and so on. This is the same process used as when scanning to different folders using the Transfer to Storage destination, as described in detail starting on page 30.

Click on the **Help** button, in this configuration tab, to launch the SMTP help file. The help file contains detailed information about the settings in this window and technical implementation notes.

SMTP Link Log Viewer

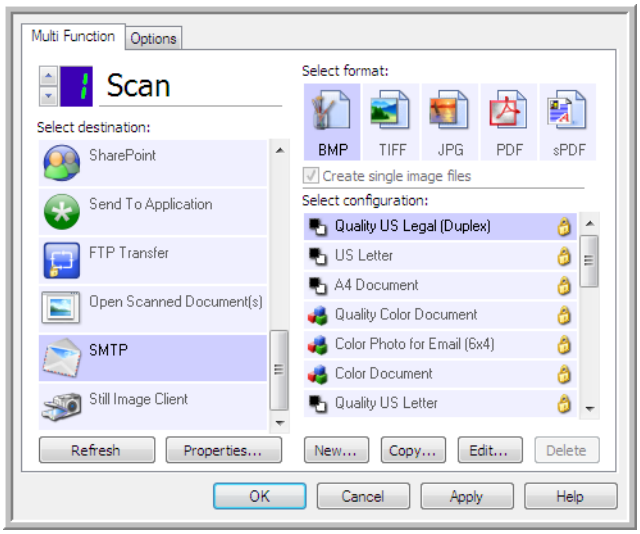
The One Touch Link Log Viewer opens automatically when scanning is complete. Click on the menu arrow next to **View logs for** and select **SMTP Link Agent** from the list to display the transfer history for the SMTP link only.

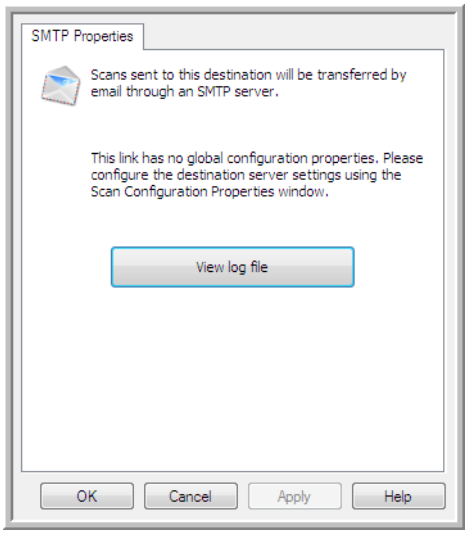




Double-click on any of the line items to open the selected log file in the Log File Detail View. If you open a failed transfer, the log file may contain the information you need to determine why the transfer failed. After you address the failure indicated in this log file, you can click the **Retry** button to resend the document to the server.

Click on the **Properties** button to open the Log Viewer from the SMTP One Touch Link Properties window. There are no global configuration properties for the SMTP destination application, all configuration is done using the Scan Configuration Properties window as described in the previous section.



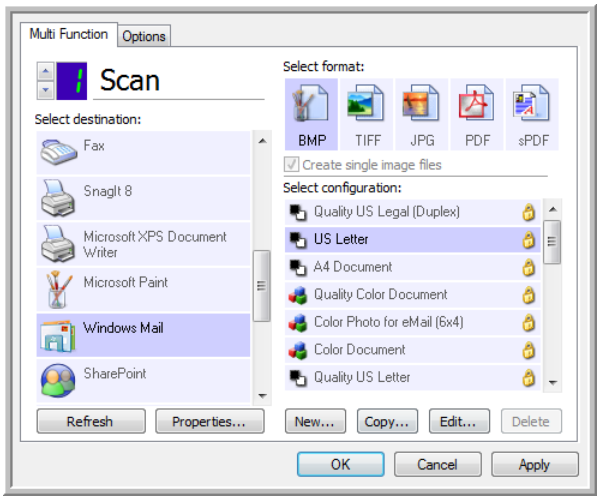

SMTP Properties
Scans sent to this destination will be transferred by email through an SMTP server.
This link has no global configuration properties. Please configure the destination server settings using the Scan Configuration Properties window.
View log file
OK
Cancel
Apply
Help

Email Applications

Scanning to an email application, such as Outlook or Windows Mail, attaches the scanned image to a blank email message. You then fill in the recipient email address(es) and send the message. You need to have configured an email application before you can scan to it using One Touch. If you do not have your email application set up prior to scanning, the default Windows email application will open and ask you to configure your user information. Please contact your IT department, server administrator, or other group that provided you the email information for setup instructions. Configuring an email application and user account is outside the scope of this document.

Supported file types—All image and text file formats, except HTML, are available when scanning to an email application. Note that text file formats are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

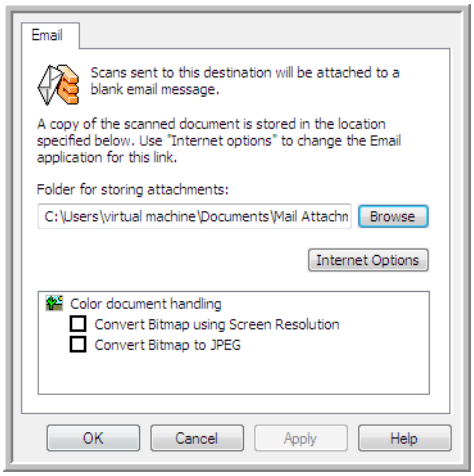
Destination types—The email destination is classified as an "Email Link". To make it available in the destination list, you must select **Email** on the Options tab in the One Touch Properties window.



The email application in the One Touch destination list is the default email program selected in the Internet Options of Internet Explorer. Click on the email application that is in the list, then click on the **Properties** button to launch the Email One Touch Link Properties window to change the email application.

Email Properties

Use the Email Link Properties window to select a folder for storing a permanent copy of the scanned image, setting the color document options, and changing the email application that is in the One Touch destination list.


Email
Scans sent to this destination will be attached to a blank email message.
A copy of the scanned document is stored in the location specified below. Use "Internet options" to change the Email application for this link.
Folder for storing attachments:
C:\Users\virtual machine\Documents\Mail Attachn
Browse
Internet Options
Color document handling
Convert Bitmap using Screen Resolution
Convert Bitmap to JPEG
OK
Cancel
Apply
Help

- **Folder for storing attachments**—Click the **Browse** button to change the location using the Windows file browser, or type a location directly in the field.
- **Internet options**—If you need to change your email client, or any other internet options, click the **Internet Options** button.

  The Windows Internet Options Control Panel opens. Click the Programs tab and choose a new email client from the program list. These are the standard Windows Internet Explorer options. Please see your Windows documentation for more information about the Internet Explorer options.

Color document handling—Click in the Color document handling settings boxes for the options you want.

- **Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen.
- **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller files sizes and, therefore, shorter transmission times when you email the file or upload it to the internet.

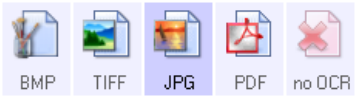
If you changed the email application Internet Explorer, and it does not immediately appear in the **Select destination** list, click the **Refresh** button to update the destination list in One Touch.

Text Editors

Scanning to a text editing application, such as Microsoft's Notepad or WordPad, automatically converts the text in the scanned image into editable text using Optical Character Recognition (OCR).

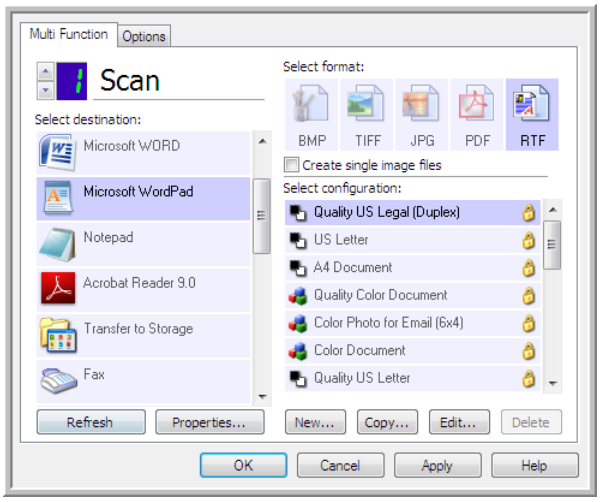
Supported file types—The text file formats and destination applications are only available if an OCR module or application is installed. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed. Additionally, the available file formats are application specific, for example Microsoft's WordPad can open *.txt and *.rtf files, so only those two file types will be available when scanning to WordPad.

Note that when there is no OCR module or application installed, the format panel will not contain a text icon and there will be no text editor applications in the Select destination list.



Destination type—This destination type is classified as a "Text Based Link". To make it available in the destination list, you must select **Text editing applications** on the Options tab in the One Touch Properties window. If the text editing application you are using does not appear in the Select destination list, you can add the application using the Text Documents One Touch Link Properties window.

1. In the One Touch Properties window select one of the default text editors such as WordPad.

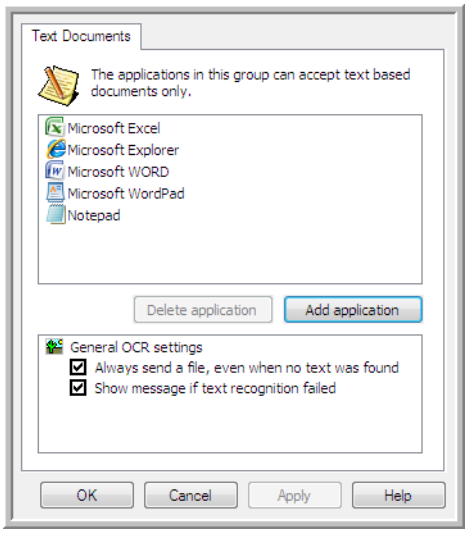


2. Click on the **Properties** button to open the Text Document One Touch Link Properties window. From this window you can select what One Touch should do when text is not detected or recognition fails, and add other applications to One Touch.

   Note that if you recently installed an application, click the **Refresh** button to see if One Touch will automatically configure the link before you try adding it manually.

Text Documents Properties

These properties apply to Microsoft Word, Microsoft Excel®, and any other text editing applications indicated by their icons in the list.



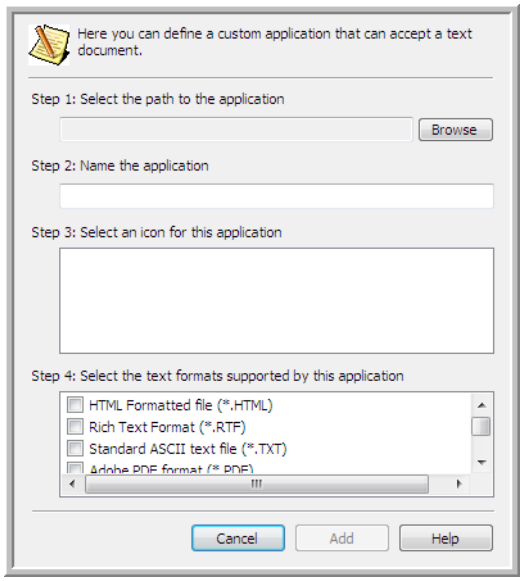
- **Add application**—Click this button to open the Add Text Based Link dialogue so you can add other text editing applications to One Touch.
- **Delete application**—Select an application in the list then click this button to remove the application from the One Touch destination list. You can only delete an application that you have added, the destinations that are linked when One Touch is installed cannot be deleted.

Click in the OCR settings boxes for the options you want. The options will apply to all the applications in the group.

- **Always send a file, even when no text was found**—The scanned file is sent to the application even if the image does not appear to contain text. This could occur if you scanned a photograph with a scanner button set for text applications.
- **Show message if text recognition failed**—A message will open on the screen if the OCR reader does not detect text in the image.

Adding Text Editor Applications to One Touch

1. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.


Here you can define a custom application that can accept a text document.
Step 1: Select the path to the application
Browse
Step 2: Name the application
Step 3: Select an icon for this application
Step 4: Select the text formats supported by this application
HTML Formatted file (*.HTML)
Rich Text Format (*.RTF)
Standard ASCII text file (*.TXT)
Cancel
Add
Help

2. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

3. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

4. In step 4 of the dialog box, select the file formats that the application will accept.

   HTML Formatted file—Select this option when you want to scan to your web browser for posting HTML pages to a website. Even though word processing applications, such as Notepad and Word can open *.htm files, you cannot scan as *.htm to word processing text editors. Scanning as HTML creates a directory with the *.htm file and linked images for website use. Word processing applications cannot accept a directory structure for image and text transfer.

   Rich Text Format—Select this option if your application can open *.rtf files, which are plain text documents that contain formatting. Microsoft's WordPad application is a compatible application for the *.rtf file formation.

   Standard ASCII text file—Select this option if you want to have plain text, without formatting, sent to your text editing application. Most text editing applications will accept plain text (*.txt) files.

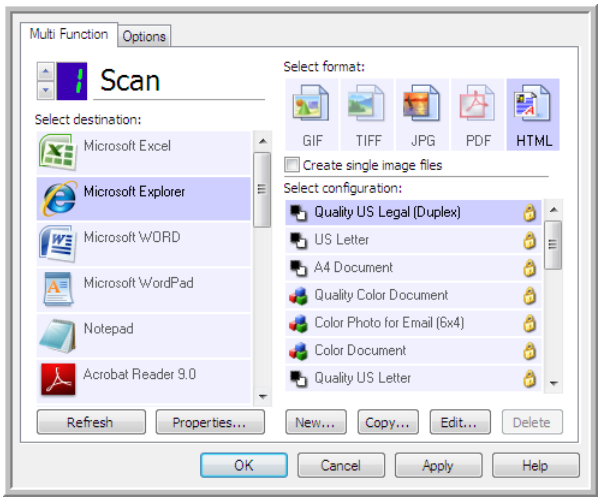
   Adobe PDF format—Select this option if you are adding a PDF viewing or editing application to the list. This PDF format is an image format only, it will not recognize the document using OCR, and you will not be able to search or edit the text in the final file. The application you are adding must be able to open *.pdf files.

   Adobe searchable PDF—This is the PDF image format with a hidden searchable text layer. You will not be able to edit the text the file. The application you are adding must be able to open *.pdf files.

   The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications. Refer to the documentation you received with the application to see which text formats the application accepts.
5. When you are done making changes in this window, click the **Add** button to accept the changes and close the window.
6. Click **OK** on the Link Properties window.
7. Click **Refresh** on the One Touch Properties window and the new application should now be available.

Creating an HTML Web Page from Your Scanned Documents

1. Open the One Touch Properties window.
2. Select your web browser as the Destination Application and Choose **HTML** as the Format.



Choose HTML

3. Choose a Scan Configuration that has the settings for how you want any images, on the pages you are scanning, to be displayed. For example, choose a color or grayscale scan configuration if your documents contain images that you want posted to your website with the HTML text.
4. Click **OK**.
5. Start scanning using the button you selected for scanning with the HTML format.

   When scanning is finished, the document is first converted to editable text using the OCR process, then converted into an HTML format. Any images detected by the OCR engine are isolated and linked as *.gif files.
6. Microsoft Internet Explorer, or other web browser you scanned to, then opens showing your converted page. The application's URL field shows the location where One Touch saved the HTML files for you to locate and post to your website.

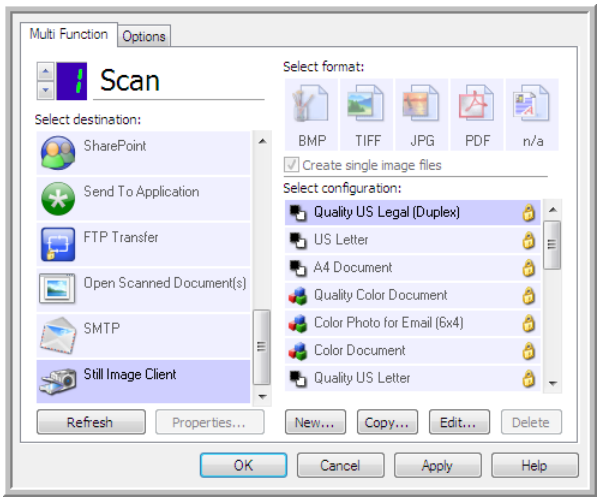
Still Image Client

If you want to specify an application to use for scanning at the start of the process, you can use event forwarding.

Supported file formats—You cannot select a file format when scanning to the Still Image Client as the destination application is not selected until after you start scanning.

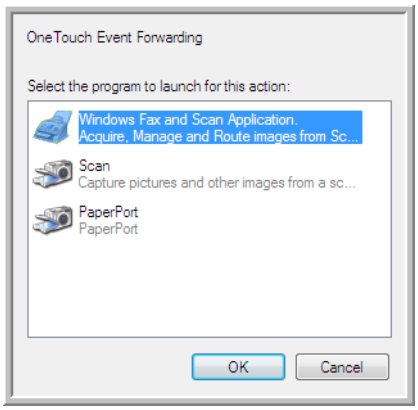
Destination type—The Still Image Client destination is classified as an "Event Forward Link". To make it available in the destination list, you must select **STI event forwarding** on the Options tab in the One Touch Properties Window.

Please note that if you are have turned on the option to scan to multiple destinations, the Still Image Client destination cannot be selected. Please click on the Options tab and deselect **Enable scanning to multiple destinations** to proceed with scanning to this destination.



1. Open the One Touch Properties window, and select **Still Image Client** as the Destination Application.
2. Choose a Scan Configuration and click **OK**.
3. Start scanning using the button you selected for event forwarding.

4. A dialog box opens for you to select the application to use for scanning. Select the application you want in the box and click **OK**.



Now the application you selected opens and you can continue scanning using that application's interface.

Technical Note

If the scanner scans and sends an image to an application *without* prompting you to choose an application to run, the control panel options for your scanner's events are automatically set to run a specific program when an event is initiated. Follow these steps to change the events setting for your scanner.

1. Open the Windows Control Panel.
2. Open the Scanners and Cameras group.

   When the Control Panel is in Classic View, the Scanners and Cameras group will be in the list.

   When the Control Panel is in Category View (Windows XP), or Home View (Windows Vista and 7), the Scanners and Cameras group will be located under either of the following main groups:
   - *Windows XP*—Printers and Other Hardware
   - *Windows Vista and 7*—Hardware and Sound
3. Open the scanner properties window.
   - *Windows XP*—Click on the scanner icon and then click on the **View device properties** link on the left side of the window.
   - *Windows Vista and 7*—Click on the scanner icon and then click on the **Properties** button.
4. Click on the **Events** tab.
5. Select the option **Prompt for which program to run** to be prompted when scanning to Still Image Client. Alternatively, select **Start this program** then choose an application from the list to have that application start each time you scan to Still Image Client.
6. Click on **OK** when you are done making changes to this window.
7. Now when you scan with Event Forwarding you will either be prompted to choose an application, or the default application you selected will open.

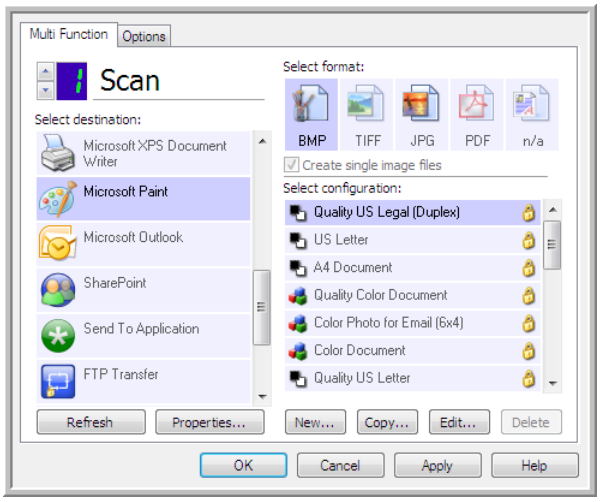
Image Editors

Image editors include Microsoft Paint and other drawing and graphics applications.

Supported file formats—The available file formats are based on the selected destination application. For example, you can scan to Microsoft's Paint application as a BMP, GIF, PNG, or JPG, but not as TIFF or JP2 as Paint cannot open those two file types. Please refer to Image Formats on page 21 for more information on which image formats One Touch supports.

Destination type—This destination type is classified as a "Simple Image Link". To make it available in the destination list, you must select **Image editors (i.e. Paint)** on the Options tab in the One Touch Properties window. If the image editing application you are using does not appear in the Select destination list, you can add the application using the Image Documents One Touch Link Properties window.

1. In the One Touch Properties window select one of the default image editors such as Microsoft Paint.

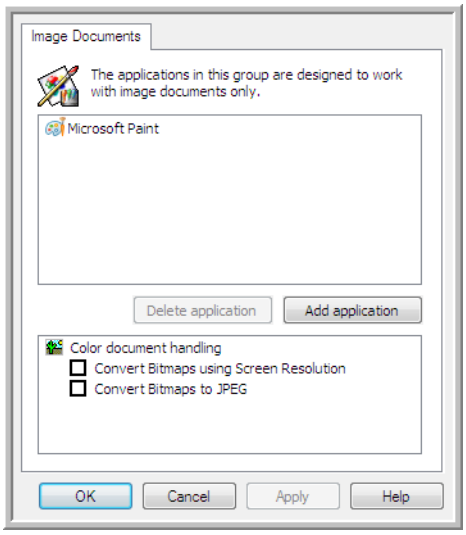


2. Click on the **Properties** button to open the Image Documents One Touch Link Properties window. From this window you can add an application and set additional document handling options.

   Note that if you recently installed an application, click the **Refresh** button to see if One Touch will automatically configure the link before you try adding it manually.

Image Documents Properties

These properties apply to Microsoft Paint and other image processing applications.



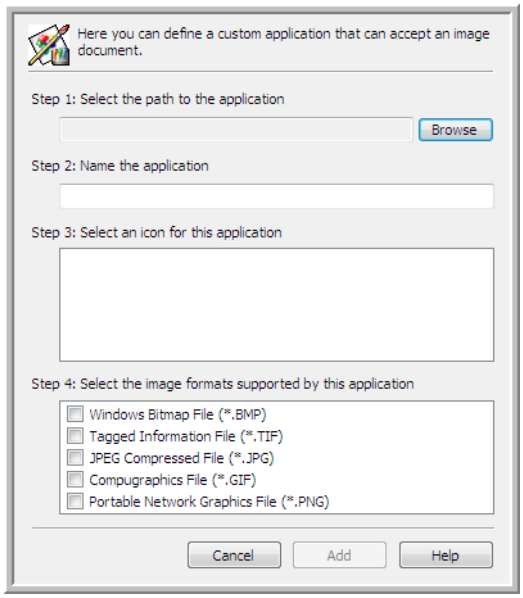
- **Add application**—Click this button to open the Add Simple Image Link dialogue so you can add other image editing applications to One Touch.
- **Delete application**—Select an application in the list then click this button to remove the application from the One Touch destination list. You can only delete an application that you have added, the destinations that are linked when One Touch is installed cannot be deleted.

Color document handling—Click in the Color document handling settings boxes for the options you want. These options will apply to all the applications in the group.

- **Convert Bitmaps using Screen Resolution**—Use this option to ensure that an image will fit on the computer's screen. When a computer screen is set to a lower resolution, bitmap images with a higher resolution may be too big to fit on the screen. Converting the bitmap image to match the screen resolution ensures that the image fits on the screen.
- **Convert Bitmaps to JPEG**—JPEG files can be compressed to produce smaller file sizes and, therefore, shorter transmission times. Use this option to provide that compression capability to image files.

Adding Image Editor Applications to One Touch

1. To add another application to the list, click the **Add Application** button. The Add Simple Image Link dialog box opens.


Here you can define a custom application that can accept an image document.
Step 1: Select the path to the application
Browse
Step 2: Name the application
Step 3: Select an icon for this application
Step 4: Select the image formats supported by this application
Windows Bitmap File (*.BMP)
Tagged Information File (*.TIF)
JPEG Compressed File (*.JPG)
Compugraphics File (*.GIF)
Portable Network Graphics File (*.PNG)
Cancel
Add
Help

2. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.

3. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

4. In step 4 of the dialog box, select the file formats that the application will accept.

   Windows Bitmap File—Select this option if you want to scan to your image application as a BMP file. This format creates the largest file size as the final scanned image has not been compressed.

   Tagged Information File—Select this option if your application supports TIF image files. The TIF file format supports multiple pages in a single file.

   JPEG Compressed File—This is a compressed image format that is often used when sharing photographs and scanned images electronically as the file size is smaller than a BMP.

   Compugraphics File—Select this option if your application supports GIF images. This file format is often used for icons and small images on a web page.

   The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications. Refer to the documentation you received with the application to see which text formats the application accepts.

5. When you are done making changes in this window, click the **Add** button to accept the changes and close the window.

6. Click **OK** on the Link Properties window.

7. Click **Refresh** on the One Touch Properties window and the new application should now be available.

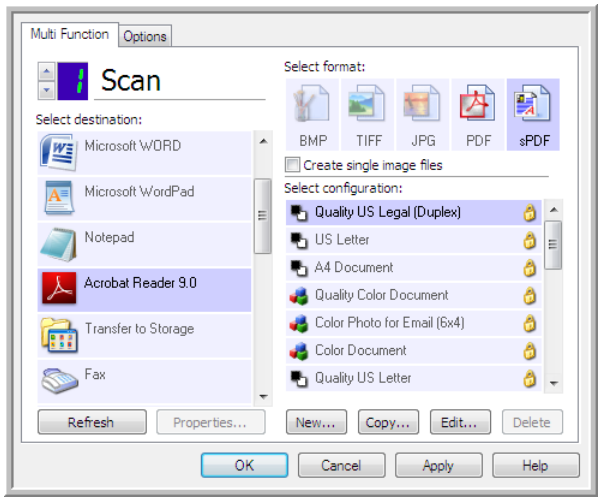
PDF Applications

PDF destinations are applications that can open and/or edit the Adobe PDF file format.

Supported file types—Applications in the PDF destination group support the *.pdf file format. When the OmniPage module or software is installed, One Touch includes an option to scan as sPDF or nPDF. Selecting either of these two formats still creates a *.pdf file, but the “s” and “n” letters indicate that OCR will process the image before sending the file to the PDF application.

- **sPDF**—This format creates a *.pdf file that contains the original image of the scanned page, with a hidden text layer that allows you to search for text in the file.
- **nPDF**—This format creates a *.pdf file that can be edited in a PDF application. Any pictures in the scanned image are isolated from the text, the text on the page is recognized and turned into editable text, and the pictures are placed back into the document in the same flow as the original document.

Destination type—This destination type is classified as “PDF Link”. To make it available in the destination list, you must select **PDF applications** on the Options tab in the One Touch Properties window.

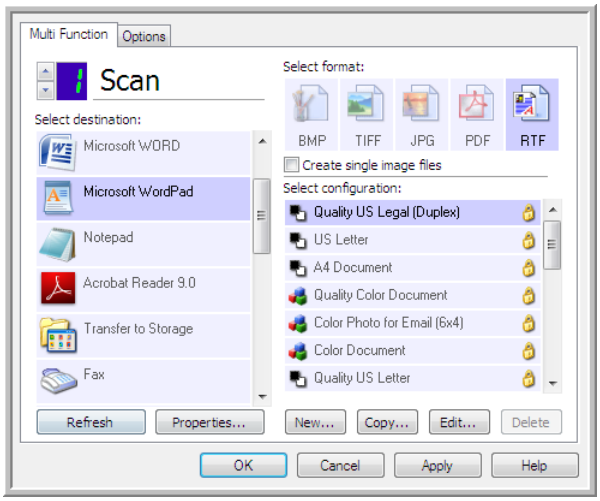


If the PDF application you are using does not appear in the Select destination list, you can add the application using the Text Documents One Touch Link Properties window.

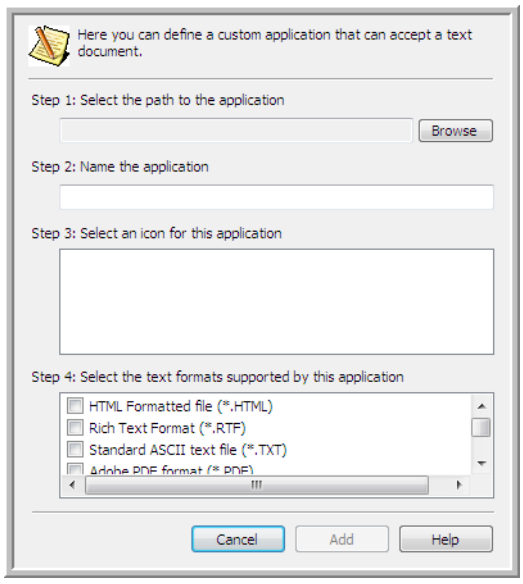
1. Click on the Options tab in the One Touch Properties window.
2. Make sure **PDF applications** and **Text editing applications** are selected then click back on the button tab.

   Please note that any PDF application you add manually to One Touch will be classified as a “Text Based Link.” These applications will only show in the destination list when **Text editing applications** are enabled.

3. Click on one of the default text editors such as WordPad.



4. Click on the **Properties** button.
5. To add another application to the list, click the **Add Application** button. The Add Text Based Link dialog box opens.


Here you can define a custom application that can accept a text document.
Step 1: Select the path to the application
Browse
Step 2: Name the application
Step 3: Select an icon for this application
Step 4: Select the text formats supported by this application
HTML Formatted file (*.HTML)
Rich Text Format (*.RTF)
Standard ASCII text file (*.TXT)
Cancel
Add
Help

6. Click **Browse** to find the application you want to add to the list.

   When you select the application using the Browse button, steps 1 and 2 on the dialog box are automatically filled in, and the application icon appears in step 3.
7. Select the icon in Step 3 of the dialog box. That is the icon that will appear in the One Touch Destination List.

8. In step 4 of the dialog box, select **Adobe PDF format** and **Adobe searchable PDF**.

   Adobe PDF format—Select this option if you are adding a PDF viewing or editing application to the list. This PDF format is an image format only, it will not recognize the document using OCR, and you will not be able to search or edit the text in the final file. The application you are adding must be able to open *.pdf files.

   Adobe searchable PDF—This is the PDF image format with a hidden searchable text layer. You will not be able to edit the text the file. The application you are adding must be able to open *.pdf files.

   The options you select at step 4 determine the page format icons in the One Touch Properties window for that group of applications. Refer to the documentation you received with the application to see which text formats the application accepts.
9. When you are done making changes in this window, click the **Add** button to accept the changes and close the window.
10. Click **OK** on the Link Properties window.
11. Click **Refresh** on the One Touch Properties window and the new application should now be available.

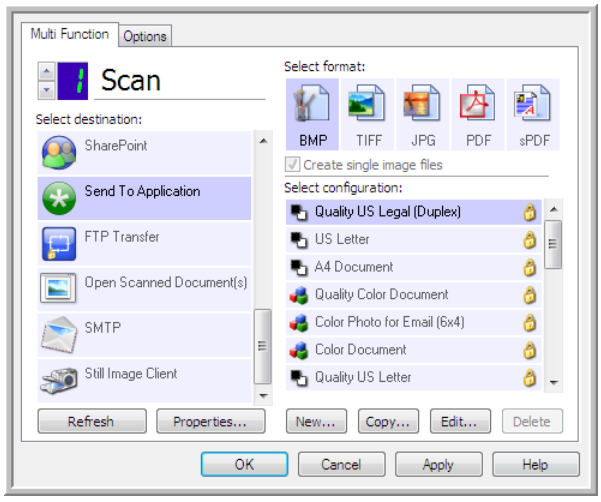
Send to Application

The Send to Application link allows you to select any application on your computer as the scan destination.

Supported file types—All file formats in One Touch are available when scanning to this destination. After you configure the link, as described below, make sure you select a file format that the application can open. Please refer to Text Formats on page 23 to see a list of text file formats that are available when OCR is installed.

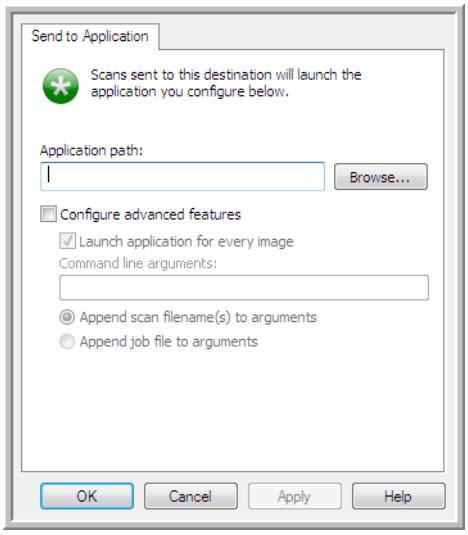
Destination type—This destination type is classified as "Document Management Link". To make it available in the destination list, you must select **Document Management** on the Options tab in the One Touch Properties window.

You must configure this destination before attempting to scan to it the first time. If you scan without configuring the link first, the One Touch log viewer will open and show that sending the image to the Send to Application link failed.



1. Open the One Touch Properties window, and select **Send to Application** as the Destination Application.
2. Click on the **Properties** button.

3. The One Touch Link Properties for this destination opens.



4. Click **Browse** to open the Windows file browser and navigate to the location of the application's executable (*.exe) file.

   In most cases, the application's directory is located in the programs directory on the C:\ drive. Because you can select any executable file, make sure you select an application that can receive image or text files.

5. Select the application's *.exe file then click on **Open**.

   The application's *.exe file path will now show in the **Application path** field.

6. Click on **OK** to close the Link Properties window.

   For basic scanning, you do not need to adjust any of the other settings in this window. The default settings will work with most applications. The advanced settings are described below.

7. Select a file format and scan configuration in the One Touch Properties window.

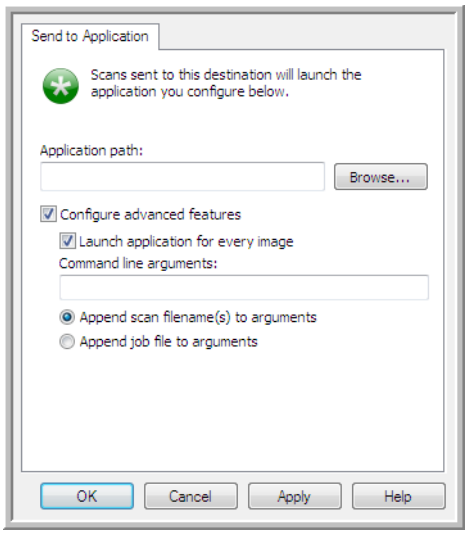
   If you select a text file format, the scanned image is converted into editable text before being sent to your selected application.

8. Click on **OK** to close One Touch.
9. Put the document(s) in the scanner and start scanning with the button you set to use the Send to Application destination.
10. The scanner starts scanning and, when finished, sends the scanned file to the application you selected.

Technical note

- After configuring this link, you may need to click **Refresh** in the One Touch Properties window to show the correct application icon in the Select destination list.

Configure advanced features—Select this option to change the default settings for this link. Only advanced users and application developers should modify these settings.



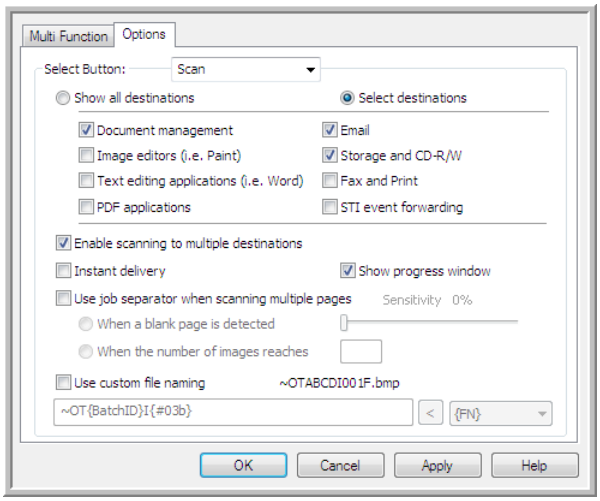
- **Launch application for every image**—When this option is selected, the application will open one time for each image scanned. You should deselect this option only if the application you are scanning to will accept multiple page files.

  For example, Microsoft's Paint application can only accept 1 image at a time, so when scanning multiple images, Paint would open each time an image is transferred when this option is selected. On the other hand, Microsoft's WordPad will open a multiple page file, so when scanning multiple images WordPad would need to launch only one time when this option is not selected. If you scan to WordPad and this option is still selected, then WordPad will open 1 time for each image transferred.
- **Command line arguments**—Input the options that are to be used when the application is launched. These values are application specific and you should only input values that were provided to you by the application developer. Command line arguments are not required for you to use this link, the field can be left blank and you can change the other settings in this section as needed.
- **Append scan filename(s) to arguments**—This option adds the name of every image file to the end of the list of arguments specified above. This is the default selection as most applications do not require, and may not work with, a job file containing the image names.
- **Append job file to arguments**—This option adds the name of a job file to the end of the list of arguments specified above. This unique file is created at scan time and contains a list of every image in the scan job. Only select this option if you are sure that the application you are scanning to can use the job file to accept image transfer.

Scanning to Multiple Destinations

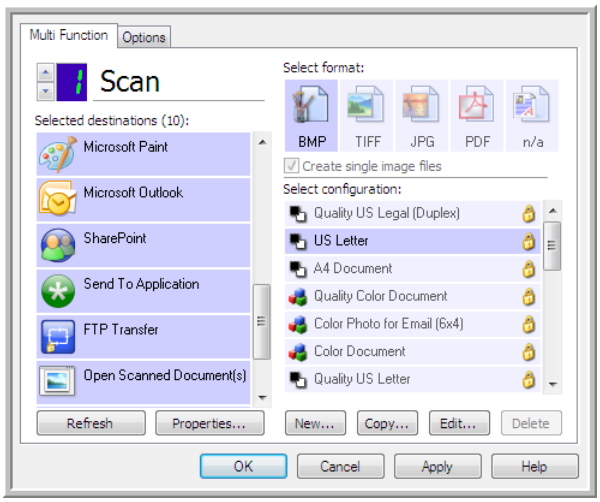
Scanning to multiple destinations works the same as when scanning to a single destination, One Touch simply distributes the final scan to several destinations. This option is enabled separately for each One Touch button.

1. Open the One Touch Properties window and click on the **Options** tab.

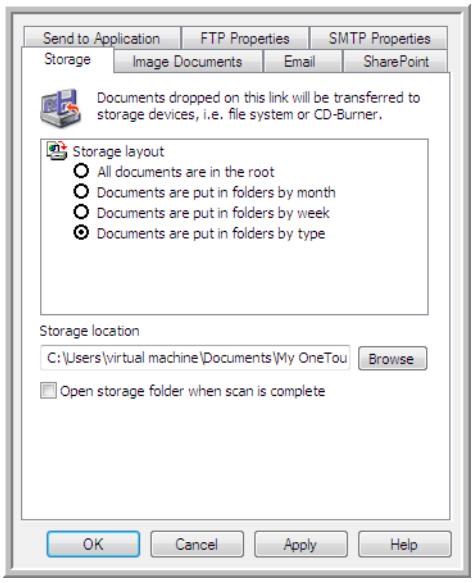


2. Select **Enable scanning to multiple destinations**, then click back on the configuration tab.
3. Click each destination where you want to send the scanned image in the **Selected destinations (#)** list. Click again to deselect a destination.

   As you click on each destination, the Selected destinations number will count so you know how many applications are selected to receive the image.



4. If any of the destinations you select have global configuration properties, the Properties button at the bottom of the Selected destinations list will be enabled for you to configure the destination options. Click on the **Properties** button to open the One Touch Link Properties window to configure the destinations.



Each destination that has global properties will be represented by its configuration tab in the One Touch Link Properties window. Please refer to the destination instructions, as described in the previous section(s), for configuring destination specific options.

Click on **OK** when you are done making changes in this window.

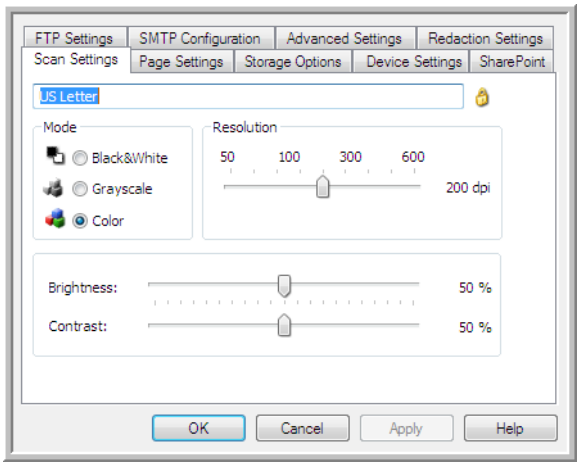
5. Select the file format you want for the scanned image in the **Select format** panel.

   You can only scan as one file format at a time, so all selected destinations must have a common file type. As you select destinations, destinations that do not have a file type in common with the one you selected, will automatically disable.

   For example, if you scan to a printer and to email, only the BMP file format will be available as printers can only receive an uncompressed image format. All other image formats and all text formats will be disabled until you deselect the printer.

6. Select the scan configuration you want to use for scanning in the **Select configuration** list.

   Click on the **Edit** button to open the Scan Configuration Properties window to configure any destination specific scanning options.



   Each destination that has per-scan configuration properties will be represented by its configuration tab in the One Touch Scan Configuration Properties window. Please refer to the destination instructions, as described in the previous section(s), for configuring destination specific options.

   Click on **OK** when you are done making changes in this window.

7. Click on **OK** on the One Touch Properties window.
8. Load the document(s) in the scanner and start scanning with the button you set to scan to multiple destinations.

The scanner starts scanning and when finished, the image is sent to each destination you selected in the One Touch Properties window.

Technical Note

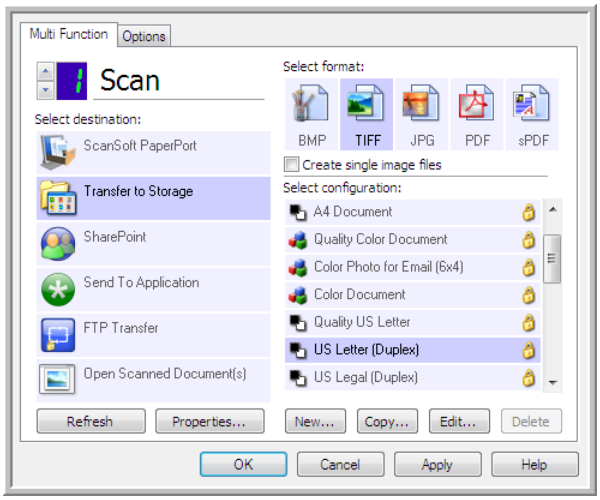
- The Still Image Client destination cannot be used with multiple destination scanning. This destination will be disabled when the **Enable scanning to multiple destinations** is selected.

Scanning with Job Separation

Use job separation to have One Touch create a new file each time a separator is detected when scanning a multiple page batch. For example, if you want to scan financial statements from several different banks, you can place a stack of statements in the scanner and One Touch will separate each statement into a different file based on your selected job separator.

1. Open the One Touch Properties window.
2. Select the Destination Application, File Format, and Scan Configuration applicable to your scanning batch.

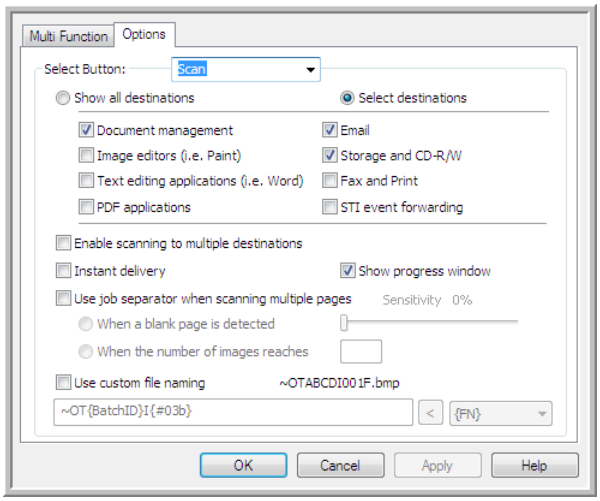
   Make sure the option **Create single image files** is not selected. If this option is selected, the job separation features on the Options tab will be disabled.



3. Click on the **Options** tab in the One Touch Properties window.
4. Click on the down arrow next to the **Select Button** list to select the button you want to modify.

   Note that the options in this window are specific to each One Touch button.

5. Click on the option **Use job separator when scanning multiple pages**.



6. Select one of the two job separation options:

   When a blank page is detected—a new file will be created after a blank page is fed through the scanner. The blank page is discarded from the scanned image and the new file starts with the next page in the document stack. Place a blank page, in the document you are scanning, at each place where you want a new file created when scanning is complete.

   When you are scanning in Duplex mode, both sides of the page must be blank for this job separation option to work.

   - **Sensitivity**—you can adjust the sensitivity level of the blank page detection. For instance, depending on the paper weight, color mode, or image processing options selected, you might get varying results. Changing the sensitivity level allows you to fine-tune the accuracy of the blank page detection.

   When the number of images reaches—input the maximum number of images you want in the scanned file. The scanner will create a new file each time that number is reached.

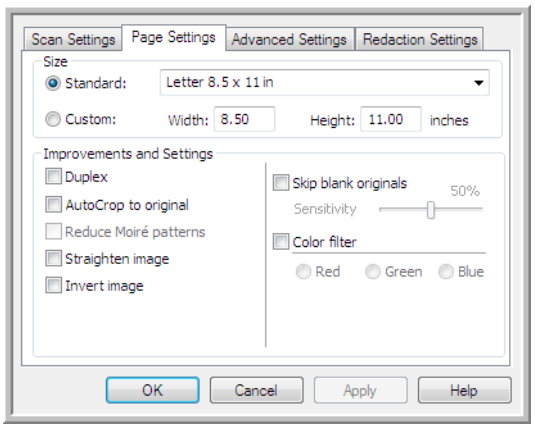
   When you are scanning in Duplex mode, the number of images captured is double the number of pages in the scanner. For example, if you are scanning 12 double-sided pages it is counted as 24 images. If you want the stack split in half, the number of images reached would be 12.
7. When you are done making changes, click on **OK** to save the changes and close the window.
8. Place your documents in the scanner and start scanning.

When scanning is finished, each file will be sent to the destination location or application you have selected on the button tab.

Technical Note

- When **Instant delivery** is also selected on the Options tab, each file will be sent as it is created.

The options on the Page Settings tab, in the Scan Configuration Properties window will affect the job separation options as described below:



Skip blank originals

- The **Sensitivity** you set for this feature is the one that is used when scanning. The sensitivity level you set in the Options tab will be ignored.
- When you are scanning in Simplex mode and the selected job separator is **When a blank page is detected**, the job separation occurs first and a new file will be created each time a blank page is detected. If you want a single file created with the blank page discarded, deselect the job separation feature on the Options tab.

  Note that when scanning Duplex, both sides of the page must be blank for the job separation to occur. If both sides of a scanned page is blank, the job separation occurs first and a new file will be created each time a blank page is detected. If you want a single file created with the blank page discarded, deselect the job separation feature on the Options tab or remove the blank page from your scanning batch.
- If you select **When the number of images reaches**, and input a number in the control box, any blank pages will be discarded first, and then the number of images scanned will be counted. For example, if you scan 12 pages and 3 are blank, the total number of images counted for the job separation will be 9 not 12.

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